

THE NEW YORK CITY DEPARTMENT OF EDUCATION

MARTIN VAN BUREN HIGH SCHOOL

230-17 Hillside Avenue
Queens Village, NY 11427
Tel: (718) 776-4728
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Sam Sochet
Principal

*****This Year's Graduates do not pay any fee*****

TRANSCRIPT REQUEST FORM/JOB VERIFICATION REQUEST

FEE: \$5.00 Money Order – Payable to MARTIN VAN BUREN HIGH SCHOOL

(NO CASH - NO PERSONAL CHECKS)

(PLEASE PRINT CLEARLY)

Name of Student: _____

Name of Student if different when attending School: _____

DATE/YEAR GRADUATED OR DISCHARGED: _____

Date of Birth: _____

Social Security #: _____

Telephone#: _____

STUDENT'S SIGNATURE: _____

Please Check (X) on the document that is requested

Mailed directly ONLY to Colleges/Universities/Employers:

OFFICIAL TRANSCRIPT (\$5.00 Money Order)

(An Official Transcript bears the seal of the school and an authorized signature)

Name of College/Employer: _____

Address of College/Employer: _____

(Use the back of this form for additional Colleges/Universities/Employers)

Mailed Directly to Student's Address:

GRADUATION LETTER (\$5.00 Money Order)

IMMUNIZATION RECORD (\$5.00 Money Order)

UNOFFICIAL TRANSCRIPT - STUDENT COPY (\$5.00 Money Order)

Student's Address: _____
