

Windsor Locks High School

Transcript Request Policy

How to Request a Transcript

Current students may request official or unofficial transcripts in the School Counseling Office by completing a transcript request form in the school counseling office. Please see Ms. Gauvin for assistance.

Former students may request official or unofficial transcripts by following the steps below.

Download the Transcript Request Form below.

- 1. Fill out the form electronically or by hand.**
- 2. Fax the form to 860-292-5770, Attention: Ms. Gauvin, *or* email the form to Ms. Gauvin at agauvin@wlps.org.**

Please note the following:

- 1. Student records, including the academic transcript, are protected by the FERPA Privacy Act. Only the student may request a copy of his or her transcript unless they are under 18. Family and friends are not permitted access to student records without the written consent of the student.**
- 2. All transcript requests will be processed within 48 hours of your request.**

Alumni Transcript Request Form

**Windsor Locks High School
58 South Elm Street
Windsor Locks, CT 06096**

Fax: 860-292-5770 Phone: 860-292-5717 Email: agauvin@wlps.org

Date of Request _____

Your name *at time of Graduation*:

Please print clearly:

Last _____ **First** _____ **MI** _____

Year of birth (month, day and year) _____

If graduated what year: _____ **or the year(s) you attended WLHS** _____

Please choose one:

I need OFFICIAL copy (signed & sealed) _____

UNOFFICIAL copy (not signed) _____

Send my transcript to: (Be sure to give complete address)

***All transcript requests will be processed within 48 hours of your request.**

Signature: _____

Contact phone number () _____