

High School Transcript Request Form

For Students of Closed Nonpublic Schools

Please complete the following form if you are requesting a transcript from a closed secondary nonpublic school and send it to Shireen.Meskoob@doe.nh.gov.

Processing time for transcripts (once a request is received by our office) may be up to 15 business days. Please plan accordingly.

Pursuant to Ed 407.01, student records are maintained in a format determined by the school. In the event of a school closing, the school determines where student records are maintained permanently.

Today's Date: _____

Student Current Information

Full Name: _____
Date of Birth: _____
Address: _____
Phone #: _____
Email Address: _____

Student Information as Shown on Transcript

Full Name: _____
Address: _____
Name of School Attended: _____
Dates of Attendance: _____
Student ID # (if known): _____
Degree Earned: _____

Student Signature: _____