

# High School Transcript Request Form

## For Students of Closed Nonpublic Schools

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Please complete the following form if you are requesting a transcript from a closed secondary nonpublic school and send it to [nonpublicschools@doe.nh.gov](mailto:nonpublicschools@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: \_\_\_\_\_