

How to request a Transcript

For MHS Students/Alumnus

re: College Applications, Education Verification,
Business or Military Requests

- A signed letter of authorization requesting the release of an Alumni transcript must be sent to the Guidance Department via fax: 508-460-3729 or email: ldelano@mps-edu.org
 - **SEE NEXT PAGE**
- There are no fees
 - Please allow 1 business week for processing
- No copies of high school diplomas are available.
- If you received a GED please call DESE direct at:
 - 781.338.3000 x6621
- For SAT or ACT scores go to College Board
- GPA and Class rank are unavailable



Marlborough High School

431 Bolton Street, Marlborough, MA 01752
TEL: 508.460.3500 FAX: 508.460.3729

REQUEST FOR MHS TRANSCRIPT

Please Print:

Date: _____

Name : _____ Maiden Name: _____

Date of Birth: _____

Graduation Date or last enrollment date: _____

I, _____, authorize Marlborough High School to release my transcript

of grades via fax: _____ or email: _____ to:

Name of school/company: _____

Address: _____

Please send an OFFICIAL and/or UNOFFICIAL copy.

My Personal Email: _____

Student Signature

Date