

## TRANSCRIPT REQUEST

Transcript requests for **graduates (2014 to present)** should be directed to Janet Rooney by mail, fax or email ([jrooney@yorkprep.org](mailto:jrooney@yorkprep.org)). Transcript requests for **current students, graduates (prior to 2014)** and **withdrawn students** should be directed to Alina Rivera by mail, fax or email ([arivera@yorkprep.org](mailto:arivera@yorkprep.org)).

Please print the following information:

Student's Name: \_\_\_\_\_  
(Name used when attending York)

Date of Birth: \_\_\_\_\_ Last four digits of SS#: XXX-XX-\_\_\_\_\_

Current Grade \_\_\_\_\_ or Year Graduated \_\_\_\_\_ or Year Withdrew \_\_\_\_\_

Student's Home Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_ Please send an unofficial transcript to the above address.

\_\_\_\_ Please send an official transcript to the following school:

Contact Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

Note: There is a \$20.00 fee per transcript for **non-current students** payable via credit card.  
(*Transcripts are archived and may take 7-10 business days to arrive at York.*)

### CHARGE AUTHORIZATION

Name as it appears on card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Master Card \_\_\_\_\_ Visa \_\_\_\_\_ American Express

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code (Visa/MC- 3 digit # on the back of the card / Amex- 4 digit # on the front of the card): \_\_\_\_\_

I hereby authorize York Preparatory School to release my student transcript as indicated above and to charge my credit card in the amount of \$20.00.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(*must be signed by parent or legal guardian if student is a minor*)

CC Holder's Signature (*if different from above*): \_\_\_\_\_