

CHRISTOPHER COLUMBUS H.S.

925 Astor Avenue, Bronx, NY 10469

Tel. 718-944-3400

Fax 718-519-1565

LISA FUENTES, Principal

REQUEST for TRANSCRIPT / GRADUATION LETTER / IMMUNIZATIONS

If you left Christopher Columbus H.S. more than ONE year ago, and are requesting a Transcript, Graduation Letter or your Immunization the following is required:

1. **Transcripts: \$4.00** charge for up to three Transcripts (\$1.00 each additional Transcript)
2. **Graduation Letter: \$3.00** charge for up to three Graduation Letters (\$1.00 each additional Letter).
3. **Immunization Records: \$3.00** charge.

* When paying **in person**, cash is accepted. Photo I.D. is required. This form does NOT need to be notarized if paying in person.

* When paying **by mail**, only Money Orders are accepted. This form must be notarized.

* **Faxed** requests will not be processed until payment is received. This form must be notarized.

The Dept. of Education regulation does not allow schools to issue duplicate diplomas.

Please complete the information below.

Today's Date: _____

Current Name: _____

Your name at time of attendance at CCHS: _____

Date of Birth: _____

Date of Graduation: _____ or Discharge: _____

Phone Number: _____

If paperwork is to be mailed, please provide COMPLETE mailing information:

Name: _____

Address: _____

Notary Seal:

PLEASE RETURN THIS FORM TO RECORDS DEPT. at Christopher Columbus HS

www.columbushs.org