



PLAINFIELD HIGH SCHOOL
950 Park Avenue
Plainfield, New Jersey 07060

TRANSCRIPT/DIPLOMA REQUEST FORM

DATE: _____

The standard processing time for school transcript is approximately **10-15 working days**. **Diplomas are approximately 12 weeks**. Academic Institutions generally require that they receive an official transcript directly from Plainfield High School which is considered as confidential/legal document. Please pay by cash or money order, **no personal checks**. If you are mailing in a request, please send with identification, driver's license preferred. **(ALL OFFICIAL TRANSCRIPTS MUST BE MAILED, NO HAND DELIVERY OF OFFICIAL TRANSCRIPT(S))**

Transcript - \$7.00

Diploma - \$40.00.

Applicant Last Name _____

Last Name

First Name

Maiden Name

Date of Birth: _____

Month/Day/Year

Graduation Date

Phone Number

Mailing Address: _____ Apt # _____

City _____ State/Province _____ Zip/Postal Code _____

Request Type: Transcript Diploma Health Records Letter

Purpose For Your Request Please Check Below

- College/School/Business
- Motor Vehicle
- IRS
- Vital Statistic (Change of name, Date of Birth, Social Security etc.)
- Passport
- Proof of Address
- Immigration
- Other _____

Signature ONLY for Pick-up _____

SEND RECORD(S) TO: (Please print clearly below) Release Signature _____

1. _____
 (Name of School/Designee)

 Address

 City, State , Zip Code

2. _____
 Name of School/Designee

 Address

 City, State, Zip Code

Plainfield High School, 950 Park Avenue, Plainfield, New Jersey 07060

Receipt

Payment options: Cash or Money Order Cash: _____ Money Order _____

Proof of Identification used: _____

Date Received _____