



Burnt Hills-Ballston Lake High School

Guidance Counselors
Kerry Austin
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88 Lakehill Road
Burnt Hills, NY 12027
Telephone: 518-399-9141
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FINAL TRANSCRIPT REQUEST

****If you have graduated from BH-BL and are requesting a transcript, please complete the following form and return to:**

(By mail) BH-BL High School Guidance Office
88 Lakehill Road
Burnt Hills, NY 12027

(By Fax) (518) 399-0502

(By email) ascrivener@bhbl.org

Name (to include first, middle initial and last): _____

Any previous name that could be on your records (maiden name): _____

Graduation Date: _____ / _____ / _____ Date of Birth: _____ / _____ / _____
(or last date attended) (month) (year) (month) (day) (year)

Current Address: _____
(number & street, city, state, zip)

Daytime phone (for clarification/confirmation purposes): _____
(please include area code)

Please list schools you would like us to
Forward your Official Transcript to: OR

Please provide us with a name AND
address where we can mail your Official
Transcript to:

****Note:** Official Transcripts are signed and sealed by a school official and are usually sent directly to a school or employer. If you are requesting Official Transcripts to be sent to your address of residence, please be advised that if you open the envelope seal, they will become unofficial. Unofficial transcripts are unsigned and intended for your own records ONLY.

****THIS FORM MUST BE SIGNED IN ORDER FOR US TO RELEASE YOUR RECORDS****
ALL REQUESTS ARE PROCESSED WITHIN 48 HOURS – FOLLOW UP DIRECTLY WITH ADMISSIONS IN 7-10 DAYS
If you require a transcript be sent for financial aid purposes, you MUST indicate so!

****ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED****

(signature)

(date)