

# **BRENTWOOD UNION FREE SCHOOL DISTRICT RECORDS DEPT.**

**Sonderling High School  
2 Sixth Avenue  
Brentwood, NY 11717**

**Office Hours:  
8:30AM ~ 2:30PM  
Phone: 631-434-2329  
Fax: 631-434-2418**

**Alexander Richardson  
Records Management Officer**

---

---

## **HOW TO OBTAIN YOUR HIGH SCHOOL RECORDS**

~High School Transcript      ~Immunization Records      ~Verification of Graduation  
~Proof of Attendance      ~Proof of Residency      ~Report Cards  
~IEP (Individual Education Plan)

### **What records do I need to apply to College?**

~Check with the College Admissions Office. In addition to your transcript, all NYS Colleges also require your immunization record. If you attended day school in Brentwood UFSD, we will have these records.

### **How can I obtain my High School Transcript?**

~Picture ID must accompany request.  
~You can come in person to the Records Office, located in the Sonderling Building at the High School, between the hours of 8:30am and 2:30pm. You will have to fill out a request form and sign it.  
~You can mail us a request. Just complete the attached form. Please fill in all the information requested, and mail it in a business size envelope.  
~You can fax us your request to 631-434-2418.  
~You can email your request to [jsherry@bufsd.org](mailto:jsherry@bufsd.org).

### **How long will it take?**

~Normally, please allow five (5) working days to process your request.

### **What is the difference between an “Official Transcript” and a “Student Copy”?**

~Colleges require an “Official Transcript”, which is signed and dated.  
~We can send this directly to you or directly to the college.  
~If we send this to you, you will receive a brown envelope, which you can open. Inside there will be a sealed white envelope marked, “Official Transcript”. **Do not open this envelope. Give this to the college.** There will be student copies in the brown envelope for you.

### **Is there a fee for this service?**

~There is no fee for a simple transcript request. However, there is a fee for extensive copying of records, in accordance with District Policy.

### **Can I obtain a copy of my High School Diploma?**

~No, we do not have copies of diplomas. However, after we verify that you have graduated, we can issue a letter stating that you have met the requirements and are a Brentwood High School Graduate.

### **REQUEST FOR YOUR HIGH SCHOOL RECORDS**

Fill in the request form completely. Please print all information, and don't forget your signature. Please be sure to include a day-time phone number where you can be reached, in case we have any questions.

**RECORDS DEPT.**  
**SONDERLING HIGH SCHOOL**  
**2 SIXTH AVE.**  
**BRENTWOOD, NY 11717**

**Phone – 631-434-2329**  
**Fax – 631-434-2418**

**REQUEST FOR STUDENT RECORDS**

(please print and sign where indicated)

Students name \_\_\_\_\_  
Last (As it appears on school records) First Initial

Current Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year Graduated from H.S. \_\_\_\_\_ or year withdrawn from school \_\_\_\_\_

Date of Birth \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_

Check appropriate box:

Transcript (Official Copy)\* \_\_\_\_\_ Transcript (Student Copy) \_\_\_\_\_

Immunization \_\_\_\_\_ Other \_\_\_\_\_

\*ENTER NAME OF SCHOOL WITH ADDRESS AND/OR FAX NUMBER, etc:  
(attach additional pages, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one of the following:

\_\_\_\_\_ PICK UP \_\_\_\_\_ MAIL \_\_\_\_\_ FAX

**- PICTURE ID MUST ACCOMPANY REQUEST**

**- STUDENT RECORDS WILL NOT BE RELEASED TO ANYONE OTHER THAN  
THE STUDENT, UNLESS APPROPRIATELY REQUESTED IN WRITING BY  
THE STUDENT.**

Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

\*\*\*No fee for student records – records may take up to 5 business days to process\*\*\*