

**Westbury High School**  
**Transcript Request for Current Student**

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last, First

Name of College/University: \_\_\_\_\_

Student Phone: (\_\_\_\_) \_\_\_\_\_ Signature: \_\_\_\_\_

Check one:

\_\_\_\_\_ Personal Copy (Pick up in person) \_\_\_\_\_ Personal Copy w/ GPA (Pick up in person)  
\_\_\_\_\_ Official Copy (Pick up and mail by student/parent) \_\_\_\_\_ TREX  
\_\_\_\_\_ Official Copy (Mail by Westbury High School – addressed envelope must be provided with this request)

- Personal Copies are UNOFFICIAL.
- OFFICIAL transcripts may be sent electronically via Naviance as part of college application process. Please visit Go Center for more information.
- First 3 transcripts are free. \$1 for each additional copy. \$0.50/copy for mailing service.
- Transcript request cut off is 12 noon every Friday. All requests received prior to this time will be available on the following Monday.

**For Office Use Only:**

Date Processed: \_\_\_\_\_ Registrar Initials: \_\_\_\_\_ Request #: \_\_\_\_\_ Paid: \_\_\_\_\_ Yes \_\_\_\_\_ No

Go Center initial: \_\_\_\_\_ (required for transcript request for college / scholarship application)



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