

## TRANSCRIPT REQUESTS:

### **FORMER STUDENTS OF MRHS:**

Transcript requests can be made in writing or in person. If you are requesting a transcript by letter or fax (413) 596-5043, be sure to include the name you graduated with, your married name (if applicable), the year you graduated (or the last year you attended MRHS), a current address/phone number, and the name/address of where you would like the transcript mailed to. There is a \$2.00 fee per transcript. Checks should be made payable to HWRSD (Hampden Wilbraham Regional School District). **Important – the letter/fax must be signed by you (no typed signatures accepted).**

If you would like somebody else to pick-up your transcript for you, please indicate in your letter/fax their full name, address and phone number. (Example: I authorize Jane Doe, my mother, who resides at 000 Wilbraham Road, Wilbraham, MA 01095, permission to pick up my transcript on my behalf. She can be reached at (413) 000-0000.) That person must bring a current photo I.D. with them.

Please mail requests to: Guidance Office, Minnechaug Regional High School; 621 Main Street, Ste. 1; Wilbraham, MA 01095.

If you are in the area and would like to request the transcript at Minnechaug, please visit the Guidance office between the hours of 7:15 a.m. and 3:00 p.m., sign the appropriate form and pay the \$2.00 fee. You must bring a current photo I.D. with you.

There is a two day wait for the transcript from the date the request is received. Please check the school calendar for vacation, holiday and in-service days. Call the office during the summer (413) 599-1556 before you visit us. Summer hours are different than those listed above.

### **CURRENT STUDENTS OF MRHS:**

A student or parent may request a transcript anytime the Guidance Office is open from 7:15 – 3:15 p.m. All you need to do is sign the appropriate form that the secretaries have available and pay the \$2.00 per transcript fee. Checks should be made payable to HWRSD (Hampden Wilbraham Regional School District).

Call the office during the summer (413) 599-1556 before you visit us. Summer hours are different than those listed above.