

ENFIELD HIGH SCHOOL ~ GUIDANCE DEPARTMENT ~ 1264 ENFIELD STREET ~ ENFIELD, CT 06082  
 TELEPHONE # 860-253-5550 ~ FAX # 860-253-5326

**TRANSCRIPT REQUEST CIRCLE ONE: ENFIELD HIGH OR FERMI HIGH  
 (ONLY UNOFFICIAL TRANSCRIPT WILL BE MAILED TO THE FORMER STUDENT)**

**PLEASE MAIL EITHER \$2.00 CASH OR A MONEY ORDER FOR EACH TRANSCRIPT REQUESTED TO THE ABOVE ADDRESS  
 OR DROP OFF THE REQUEST BETWEEN 7:00 AM AND 2:00 PM, MONDAY THROUGH FRIDAY.**

**ONCE THE REQUEST IS RECEIVED IN THE GUIDANCE OFFICE, THE TRANSCRIPT WILL BE MAILED WITHIN 48 HOURS.**

Name:	Year of Graduation:
Maiden Name:	Daytime Telephone #:
Date of Birth:	Today's Date:

Please release my academic transcript to the following:		Office Use Only	
Deadline Date	Location - Name and Address	Amount Paid	Date Completed
#1			
#2			
#3			
#4			

Signature: