

Transcript Request Form

Should your child be applying to a new school, ALL REQUESTS SHOULD BE MADE THROUGH THE GUIDANCE OFFICE.

A Transcript Request from the school(s) applying to, as well as the Archdiocese of Newark form, should that school require it, must be accompanied by a processing fee of \$4.00 for EACH request. This processing fee includes Postage and must be in CASH ONLY.

If you are submitting multiple requests with a processing fee over \$20.00 a check payable to: GWMS School Fund is required.

To be filled out by parent:

<i>Student Name</i>	<i>Grade</i>	
<i>School Applying to:</i>		
<i>School Address:</i>		
<i>Date Application is due:</i>		
<i>Signature of Parent:</i>		

<i>Student Name</i>	<i>Grade</i>	
<i>School Applying to:</i>		
<i>School Address:</i>		
<i>Date Application is due:</i>		
<i>Signature of Parent:</i>		

<i>Student Name</i>	<i>Grade</i>	
<i>School Applying to:</i>		
<i>School Address:</i>		
<i>Date Application is due:</i>		
<i>Signature of Parent:</i>		

GUIDANCE USE ONLY

\$4.00 FEE PAID