



Plainfield High School

950 Park Avenue
Plainfield, New Jersey 07060
Attn: Records

TRANSCRIPT REQUEST FORM

DATE: _____

The standard processing time for a school transcript is approximately **10-15 working days**. Academic Institutions generally require that they receive an official transcript directly from Plainfield High School, which is considered a confidential/legal document. **The fee is \$7.00**; please pay by money order (made payable to PHS.) **No personal checks**. If you are mailing in a request, please send this form back to Plainfield High School with a copy of your identification and a money order. Any questions, contact Ms. Green at jmgreen@plainfield.k12.nj.us

If you need a copy of your diploma, please call Jostens at 973-403-8755. The fee is \$25.00 and you will have the option to pay by phone. Diplomas usually take 4-6 weeks.

Applicant's Last Name _____
Last Name First Name Maiden Name

Date of Birth: _____
Month/Day/Year Graduation Date Phone Number

Mailing Address: _____

City State Zip Code

Request Type: Transcript Health Records School Records Diploma

Purpose for your request: _____

Applicant's Release Signature: _____

Send records to:

1. _____ 2. _____
Name of School/Designee Name of School/Designee

Address Address

City State Zip Code

Money Order _____ **Proof of Identification used:** _____

Date Received _____