

Transcript Request

Official Transcripts carry the signature of the Registrar and seal and are sent directly to institutions or places of employment. Unofficial Transcripts may be requested for personal use at any time and do not have a signature or seal.

Transcripts may NOT be sent through e-mail.

Standardized test scores and cumulative GPA are not included on the transcript. Contact the College Board for standardized test scores.

Note: The Registrar's Office does not send teacher recommendations to colleges. Please contact teachers directly.

To submit a transcript request:

Step 1: Complete the form below. (Please Note: A written signature is required to release the transcript.) Use a blank page for additional addresses and phone numbers.

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Step 2: Make a payment. The processing fee is \$15 for <u>each</u> transcript requested.

Click here to pay by credit card (You will receive two e-mail receipts)

Checks or money orders should be made payable to Choate Rosemary Hall and mailed with the transcript request form to the mailing address below.

Step 3: Send the transcript request form using one of the methods listed below.

EMAIL registrar@choate.edu	MAIL Registrar's C Choate Rosem 333 Christian Wallingford, CT	ary Hall Street	
Name:	First	Date:	
Former Name <i>(if applicable)</i> :			
Grad/Non Grad Year:DOB: Email Address:			
Number of copies requested: Official Unofficial Signature required for transcript release:			
Mail recipient's phone number required:			
Supporting Documentation (for previous two graduating classes only): Counselor Recommendation: YesNo Updated Secondary School Report: YesNo School Profile: YesNo			