



Placement Office  
 Wilson Technological Center  
 17 Westminster Avenue  
 Dix Hills, NY 11746

(631) 667-6000 Ext 114  
 (631) 623-4902 (fax)

### REQUEST FOR OFFICIAL TRANSCRIPT

Complete the entire form and return to the Placement Office at the above address.

**NOTE:** There is a **\$5.00** fee to obtain an official copy of your transcript. Money Order or Credit Card (MasterCard or Visa) will be accepted via mail requests. Cash will only be accepted for requests made in person.

Where should we send your official transcript of the coursework you took while attending Western Suffolk BOCES?: (Please print address as it should appear on the envelope).

**Name:** \_\_\_\_\_  
Print either the name of the school or your own name. We will send the transcript to the name given here.

**Address:** \_\_\_\_\_  
Print the address of the school or your own address. We will send the transcript to the address given here.

**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
Print the town/state of the school or your own town. We will send the transcript to the town/state given here.

I attended BOCES/Wilson Tech from \_\_\_\_\_ to \_\_\_\_\_ as (please check):  
 \_\_\_\_\_ High School Student                      \_\_\_\_\_ Adult Student

Course Name: \_\_\_\_\_ Course Location \_\_\_\_\_

Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

While in attendance, my name was:

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
First                                      Middle                                      Last

If you have any questions about my request, contact me at  
 Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

<b>Method of Payment</b>	<b>Credit Card #</b> _____
<input type="checkbox"/> Cash or Money order	<b>Security Code</b> (found on back of card) _____
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	<b>Expiration Date</b> _____
	<b>Card Holder Name</b> _____
<b>Card Holder Signature</b> _____	