

**Chelsea High School Transcript Request Form - Attention: Guidance Office**

Attention! Please write information neatly and clearly. We often receive illegible requests that delay or prevent the delivery of transcripts.

In order to obtain a copy of your Chelsea High School transcript, you need to complete the following:

1. Print your full name as it appeared on your diploma.

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2. If you went by a different name, print it:

3. Print your date of birth:

4. Print the year you graduated:

5. Print the full address (and school name if applicable!) where you want us to mail the transcript.

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6. Sign this request for an official transcript. Important: we cannot process any request not signed by the person whose transcript is being requested.

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The fax number at Chelsea High School is 617-889-7518. Please fax transcript requests to the attention of the Guidance Office. You may also mail transcript requests to the school or obtain a copy by coming to the Guidance Office. **Please note that all requests require a photo ID** (photo ID may be photocopied for fax/mail requests). Chelsea High School, 299 Everett Ave., Chelsea, MA 02150.