



Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

Dr. Jenna Ferris, Principal

Dr. Naima J. Smith, Assistant Principal

1072 Elm Street, Peekskill, NY 10566-3499

Phone: (914) 737-0201 ext.3524 Fax: (914) 737-2550

Email: nsmith@peekskillschools.org

GRADUATES/FORMER STUDENTS OF PEEKSKILL HIGH SCHOOL

REQUEST FOR TRANSCRIPT

- Please complete all information and sign the bottom of the form in order for your request to be processed in a timely manner.
- Include a copy of your state issued picture identification (ID). Requests **will not** be processed without it.
- Please send the completed transcript request form with a copy of your state issued picture ID to:

Mail:

Peekskill High School
Counseling Office
1072 Elm Street
Peekskill, NY 10566

Fax:

(914) 743-5504

Email (Form & ID as an attachment):

gkhan@peekskillschools.org

NOTE: If you are applying to a school and need an **OFFICIAL** transcript, we can mail it directly to the school. **Please indicate at the bottom of this form the address of where you would like it sent.** If we mail the transcript to you, it **MUST** remain sealed in the Peekskill High School envelope to be official. We can give you a copy of your transcript for your personal use that will have “unofficial” stamped on it.

PLEASE NOTE: TURNAROUND TIME FOR PROCESSING REQUESTS: 5 BUSINESS DAYS.



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PEEKSKILL HIGH SCHOOL ALUMNI TRANSCRIPT REQUEST

1072 Elm Street Peekskill, NY 10566

(914)737-0201 Ext. 3519

Email request to: gkhan@peekskillschools.org

Fax request to: (914)743-5504

Name _____, _____ Maiden Name _____
Last First

Date of Birth _____ Phone Number _____

Current Address _____
Street City State Zip Code

PHS Graduate? Yes What Year? _____ No Last Year Attended? _____

Please include a copy of your state issued picture ID with all requests.

Please check all that apply

I am requesting the Official Transcript be released to the following:

College, Trade School, Agency or Employer

Mailing Address

I am requesting an Unofficial Transcript be released to the following:

Name

Mailing Address, Fax Number or Email Address

I understand that Peekskill City Schools cannot guarantee the confidentiality of any information that is sent via fax or email. I also understand Official Transcripts are mailed directly to the College, Trade School, Agency or Employer.

Signature _____