

# EAST ORANGE CAMPUS HIGH SCHOOL

344 PROSPECT STREET  
EAST ORANGE, NEW JERSEY 07017-4611  
973-266-7300

## Request for Transcripts or Diploma Replacement Letter

✿ ALL REQUESTS TAKE 10 BUSINESS DAYS UPON RECEIPT TO RESEARCH AND PROCESS. ✿

All requests will be mailed to you or the institution you requested. Unofficial Transcripts are mailed to students. Official Transcripts are mailed directly to the Colleges, Businesses and Institutions.

All requests will be mailed or faxed within 5 to 7 business days from our receipt of your request. Education verifications are to be mailed in with a \$2.00 business check –

Transcript or Diploma Letter Requests are \$2.00 each (**Money Orders Only**)

CIRCLE the high school you attended: *East Orange High* *Clifford J. Scott* *East Orange Campus High*

I am requesting:    Transcripts    Diploma Replacement Letter    (*Please Circle One/Both*)

PRINT the name that you used in high school (*Maiden Name*): \_\_\_\_\_

SS# or College ID#: \_\_\_\_\_                      Date of Birth: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_                      (Non Grads) Year Left: \_\_\_\_\_

Name of College/Business/Person to Receive Request: \_\_\_\_\_

COLLEGE/BUSINESS ADDRESS

STUDENT'S CURRENT ADDRESS

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

✿ PLEASE INCLUDE A SELF ADDRESSED ENVELOPE FOR ADDITIONAL COPIES TO BE MAILED TO STUDENT ✿

**For Additional School Addresses, please list on the reverse side. Thank You.**