



Chelmsford High School

200 Richardson Road ❖ North Chelmsford, MA 01863

Phone: 978.251.5111 ❖

<http://www.chelmsford.k12.ma.us/chs>

Chelmsford High School Post Graduate Transcript Release Form

Name at time of Graduation: _____

Current Name _____

Year of Graduation: _____ Date of Birth _____

Telephone Number _____

Home Address at time of Graduation _____

I give permission to Chelmsford High School to release my transcript to:

Where the transcript should be mailed or emailed*

Name: _____

Attn of: _____

Street: _____

City/Town: _____ State: _____

Zip Code: _____

Email: _____

Signature of Graduate: _____

Please Note:

- *Official transcripts are sent directly to the school or place of employment requiring it, otherwise it will be an unofficial transcript.
- There is a \$5.00 fee per transcript being requested. (official or unofficial), Payable by check, money order (made out to Chelmsford High School) or cash.
- Transcripts are sent out after the fee is received by the CHS Main Office Secretary.
- You must allow 2 school days from the date the request is received by the Main Office Secretary to prepare and mail out transcripts.
- CHS does not include testing scores (SAT, ACT, AP) on the high school transcripts. These scores are available via the College Board or the ACT Company.
CHS CEEB Code is 220575.

"We take pride in the pursuit of excellence."