

Ma'ayanot Yeshiva High School
TRANSCRIPT REQUEST FOR MA'AYANOT ALUMNAE

INSTRUCTIONS BELOW

				RETURN ADDRESS:
LAST NAME	LAST NAME AT MA'AYANOT, IF DIFFERENT	FIRST NAME	DATES OF ATTENDANCE	PHONE:

PURPOSE OF TRANSCRIPT _____ No. of copies to be sent to address below _____

to be sent directly to an institution or employer (official copy)
official copy to be sent to student (documentation provided-see#3 below)

to be sent to student (unofficial/student copy)

SIGNATURE _____ SOC.SEC. NO. _____

SEND TRANSCRIPT TO:

PRINT CLEARLY

INSTRUCTIONS

1. **All transcript requests (official and student/unofficial copies) take five working days to process.**
2. **The fee for each copy is \$3.00. Checks should be made payable to Ma'ayanot Yeshiva High School. We do not accept credit cards.**
3. **Official copies of transcripts, bearing the Ma'ayanot seal, can be sent only to academic institutions, business organizations, and government offices. If you have been instructed to enclose an official copy with your application, you must provide us with a copy of these instructions. You must also write the name of the institution to which you are applying in the 'SEND TRANSCRIPT TO' space on this form. The transcript will be sent to you in a sealed envelope, which you may not open, but may enclose with your application. If the school to which you are applying supplies an envelope in which you are to send your Ma'ayanot transcript, you must provide us with that envelope.**

Transcript requests may be mailed to Ma'ayanot Yeshiva High School, TRANSCRIPT REQUEST, 1650 Palisade Avenue, Teaneck, NJ 07666, or faxed to 201-833-0816.