Horseheads High School Transcript Request

A transcript is the official academic record of a student or graduate. It provides proof that a person attended a particular school. If you would like a copy of your Horseheads High School transcript for continuing education or employment purposes, please complete the information below. The fee is $3 per transcript. Please make check or money order payable to Horseheads Central School District and send to Horseheads High School, 401 Fletcher Street, Horseheads, NY 14845. We cannot accept credit cards.

Please note that we can send official transcripts directly to the college/university/ employer only. Transcripts sent to the graduate are unofficial only. If you have questions, please contact the registrar at jmurray@horseheadsdistrict.com or (607) 739-5601, x1624.

Please also note that if you're using Chrome, you will need to save the form and email the completed form to the address above. The submit button does not work in the Chrome browser.

**Denotes required field.*

*First Name: _____ *Last Name: _____

Last name when attended Horseheads High School (if different: _____

*Date of Birth: _____ *Phone Number: _____

*Address: _____

_____

Email Address: _____

*Did you graduate? Yes _____ No _____ If yes, year of graduation: _____

If no, years attended Horseheads High School: _____

*Name and address of college/university/employer where the transcript should be sent:

Name: _____

*Address: _____

_____

Additional colleges/universities/employers (if applicable)

Name: _____

Address: _____

_____

Name: _____

Address: _____

_____

Email Completed Form