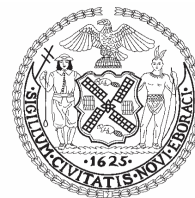


# HARRY S TRUMAN HIGH SCHOOL

Keri Alfano, Principal



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DATE: \_\_\_\_\_

To Whom It May Concern:

The following is **REQUIRED** to order any type of records:

- Self-addressed, stamped envelope to **ALL** parties receiving copies of records

## **OFFICIAL TRANSCRIPTS ARE ONLY MAILED TO COLLEGES & EMPLOYERS**

The following information is needed:

Name used while attending Truman: \_\_\_\_\_

Name now: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year of graduation or discharge: \_\_\_\_\_

Telephone number \_\_\_\_\_

Please check off what records you are requesting:

Transcript

Immunization (if available)

Graduate Letter

Discharge Letter

SAT Scores

**ABSOLUTELY NO RECORDS WILL BE GIVEN OUT IMMEDIATELY.**

Please allow at least one – two weeks for processing. Thank you.