



Registrar's Office

Room 124

Saint Anthony's High School

275 Wolf Hill Road

South Huntington, NY 11747

(631) 271-2020 x227

Please read, sign, and complete to accept your transcript.

This form should be signed and stapled to printed "Unofficial Transcript". These transcripts are available on the Student/Parent Portal. Return all documents to Mrs. LoPresti, Room 124 by Friday, October 19, 2018.

Both parent/guardian and student MUST sign page 2 to allow an "Official Transcript" to be released to colleges.

Students' Full Legal Name: print clearly _____

Please check here if you have read thoroughly and do not have any changes to request _____

****If no changes necessary, please sign on page 2.****

CORRECTIONS ONLY

(DO NOT COMPLETE ANYTHING BELOW UNLESS YOU ARE REQUESTING CHANGES)

Name:

Last First Middle

Gender: _____ Date of Birth: _____

Home Address:

Number and Street City

Grade Correction:

Course Title: _____ Teacher: _____

Change from _____ to _____

Teacher Signature: _____

Any additional corrections requested:

By signing this form you are agreeing to have the St. Anthony's Registrar make all stated corrections and allow the College Center to send to colleges/universities at the student's request. Thank you!

Student (print) _____

Student (signature) _____

Parent (print) _____

Parent (signature) _____

Date: _____

General Information

1. If a student fails a course, that failing grade appears on the transcript and is always part of the final average.
2. If you attended Summer School at SAHS the grade will appear on your transcript. If you attended another school, we must receive those grades directly from that school.
3. No course grade corrections will be made without teacher verification.
4. If you took Regents Exams in 8th grade, please be sure they are on your transcript. If they do not appear, we never received them from your previous school.
5. **It is your responsibility to provide the grades to St. Anthony's.**