

Dear Former Student:

We have official records of every student who attended Voorhees High School, both grads and those who didn't graduate. The procedure for obtaining your high school transcript is simple: print, complete and either bring in or mail to us the Graduate Transcript Release form on the Guidance web page. Alternately, you can compose your own letter requesting that your official high school transcript be prepared and sent. Whether in person or by mail, please provide the following information:

- 1. Your name at the time of graduation (if it's changed since then)**
- 2. The year you graduated or left Voorhees High School**
- 3. Your date of birth**
- 4. The name and address of the place/person who will receive the transcript**
- 5. \$2.00 in cash or a check made payable to Voorhees High School**
- 6. A phone number where we can reach you if we have a question**

**If you are requesting more than one transcript, please enclose \$2.00 for EACH official transcript that we prepare. Please remember to sign the letter, as your signature is the authorization that permits us to do this for you. If you have any questions please feel free to call the Guidance office at 908-638-2130.
Good luck!**

**Sincerely,
The Voorhees High School Guidance Office**

**Guidance Department
Voorhees High School
256 County Route 513
Glen Gardner, NJ 08826**