

**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 official high school transcript is thus: 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 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 official transcript, please enclose \$2.00 for EACH official transcript that we prepare. Please remember to sign the letter, as your signature is your authorization that permits us to do this for you. If you are requesting the transcript be mailed to you, it will be in a sealed envelope inside another bigger envelope. Do not open the sealed envelope; if you open it, it is no longer considered an official transcript.

If you are requesting an "unofficial transcript" the procedure is simpler. There is no fee, and you may request it via e-mail or on the phone. An unofficial transcript may be mailed, picked up in person, e-mailed or faxed. The content of an unofficial transcript is identical to that of an official transcript, but it does not bear the official raised seal of our high school and it will be stamped "Unofficial Transcript" on the face of it.

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