

Crown Point Central School

P.O. Box 35, 2758 Main Street
Crown Point, NY 12928
518-597-4200/3285 Fax 518-597-4121



Home of the Panthers

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REQUESTING A HIGH SCHOOL TRANSCRIPT

For alumni and former students of Crown Point Central School, you may obtain an official copy of your transcript (academic record) once a **written request** has been received.

Per FERPA law, phone and email requests are **not** acceptable as they do not include original signatures. In addition, once a student has turned 18, **only** the student can request copies of their records.

Either a written letter or a scanned PDF document with your signature is acceptable.

In your request, all of the following information is required:

- Full Name as Student
- Year of Graduation
- Purpose of request (college, employment, military, etc.)
- Complete name of contact person and mailing address of where records should be sent
- Each request for records must also be signed and dated.
- Your current legal name and your preferred phone number (This information is to assist us in case we have questions related to your request.)
- At this time, there is no charge for a copy of your transcript.

Once your request has been received, please allow at least **5** business days for the request to be processed.

If school is not in session (ex. Winter recess) or if your request is submitted between June 25 and September 5, it will take at least **seven (7) business days** for your request to be processed.

Electronic requests may be sent as a PDF via email to **transcripts@cpcsteam.org**

Written requests may be faxed to 518-597-4121 or mailed to: Crown Point Central School
◆ PO Box 35 ◆ Crown Point, NY 12928