



2758 Main Street P.O. Box 35 Crown Point, New York 12928
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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 **REQUEST** has been received.

*** If 18 years of age, you may request your records**

or

*** Requests for student's records under the age of 18 must be made by the parent/s**

Either a written letter or a scanned PDF document via email **WITH YOUR SIGNATURE** is mandatory. The process may be started by phone but needs to be completed with the above step in order for the request to be fulfilled.

In your request, 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) five business days for the request to be processed. If school is not in session (ex. winter break, spring break,) or if your request is submitted during summer recess, your request may take up to (10) business days to be processed. All requests will be fulfilled before 45 days, per FERPA guidelines.

Electronic requests may be sent by e-mail to:

karla.vigliotti@cpcsteam.org

Written requests may be faxed to 518-597-4121 or mailed to:

Crown Point Central School
ATTN: SCHOOL TRANSCRIPTS
PO Box 35, 2758 Main Street
Crown Point, New York 12928