



## TRANSCRIPT REQUEST

(Note: Requests for transcripts related to the Adult Practical Nursing must be accompanied by a payment of \$5 per transcript in cash or money order: **no personal checks accepted.**) **Payment must be made to Capital Region BOCES.**

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Other names used: \_\_\_\_\_

Current address: \_\_\_\_\_

Street

Apt.

City

State

Zip

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Program completed: \_\_\_\_\_

### **PLEASE FORWARD AN OFFICIAL TRANSCRIPT TO:**

Name of college/school/business: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Please return payment and Transcript Request form to:**

**Capital Region BOCES**  
**Attn: Bursar**  
**Health Careers. Bldg. B**  
**925b Watervliet-Shaker Rd.**  
**Albany, NY 12205**

**Receipt #** \_\_\_\_\_

### **Office Use**

#### **Official Copy sent:**

#### **Unofficial copy sent to student (upon request only):**

If you need the assistance of an interpreter, need material translated into any language other than English, please call Ottavio Lo Piccolo at (518) 862-4703 and leave a voice message. Thank you. Si usted necesita asistencia de un interprete, o necesita traduccion en espanol, y otros idiomas, por favor llame a Ottavio Lo Piccolo a este tel. (518) 862-4703, y deje un mensaje de voz. Gracias  
The Capital Region BOCES does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Carol Ratigan, compliance officer/coordinator, at [carol.ratigan@neric.org](mailto:carol.ratigan@neric.org), (518) 862-4910 or 900 Watervliet-Shaker Road, Albany, NY 12205. Inquiries concerning the application of the Capital Region BOCES non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).