



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

For Privacy and Security Reasons:

***Mailed transcript requests must be certified**

****In-person transcript requests must be accompanied with Photo ID**

Office Use

Official Copy sent:

Receipt # _____

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, (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).