

# **TRANSCRIPT REQUEST FORM**

## **INSTRUCTIONS**

- **COMPLETE FORM USING LEGAL NAME  
WHILE ATTENDING JTHS, MUST INCLUDE  
GRADUATION YEAR**
  - **PROVIDE NAME, MAILING ADDRESS, EMAIL  
ADDRESS OF RECIPIENT**
  - **FORWARD REQUEST TO GUIDANCE OFFICE**
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- **VIA MAIL: JEFFERSON TOWNSHIP HIGH SCHOOL  
ATTENTION: GUIDANCE  
1010 WELDON ROAD, OAK RIDGE, NJ 07438**
- VIA FAX: 973-697-3538**
- VIA EMAIL: [JJAHN@JEFFTWP.ORG](mailto:JJAHN@JEFFTWP.ORG)  
DBUBLITZ@JEFFTWP.ORG**