

# Transcript Request Form

*Beginning with the graduating class of 2015, The School District of New Berlin will no longer provide class rank for students.*



I authorize the School District of New Berlin to release the following records:

**Year of Graduation or**

**Last Year of Attendance:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Please print) Last name First name

**Maiden Name:** \_\_\_\_\_  
(If applicable)

**Requestor signature:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_  
(If under 18 years of age)

**Email address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

- **Current students:** First ten requests sent free of charge.
- **Eisenhower Alumni:** Transcript Fee \$15
- Requests made for multiple copies *processed at the same time:* \$15 for the first copy, \$5 for each additional copy.
- Please make check payable to Eisenhower MS/HS. Payment must be received before request is processed.

## **Official Transcript to be sent to:**

Name and address of Institution: \_\_\_\_\_

Name and address of Institution: \_\_\_\_\_

Name and address of Institution: \_\_\_\_\_

☐ Hard Copy to Student ☐ Mail ☐ Send Electronically if Applicable ☐ Common App ☐ Other

**Current Eisenhower Students:** Check this box if you do NOT want your ACT score(s) sent with your transcript: ☐

## **Unofficial Transcript to student/alumni address:**

Name and address: \_\_\_\_\_

## **Submit this request with appropriate payment to:**

New Berlin Eisenhower Student Services Department  
4333 S Sunny Slope Road  
New Berlin, WI 53151

## **Questions:**

Mrs. Beverly Tannert @ (262) 789-6358  
[Beverly.tannert@nbexcellence.org](mailto:Beverly.tannert@nbexcellence.org)

### *For Internal Use Only*

<input type="checkbox"/> Form received _____	<input type="checkbox"/> Transcript Sent _____	<input type="checkbox"/> Recorded in IC
<input type="checkbox"/> Payment received \$ _____	<input type="checkbox"/> Staff member initials _____	<input type="checkbox"/> Letter of Recommendation