



# Plainfield High School

950 Park avenue  
Plainfield, New Jersey 07060  
Attn: Records

## TRANSCRIPT REQUEST FORM

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

The standard processing time for a school transcript is approximately **10 working days**. Academic Institutions generally require that they receive an official transcript directly from Plainfield High School, which is considered a confidential/legal document. **The fee is \$7.00**; please pay by MONEY ORDER ONLY (made payable to PHS.) If you are sending an email or mailing in a request, please send this form back to Plainfield High School with a copy of your identification and a money order. Any questions, contact Ms. Theresa King  
Email: [transcript@plainfield.k12.nj.us](mailto:transcript@plainfield.k12.nj.us)  
Phone: (908)731-4390 ext. 5264

**If you need a copy of your diploma, please call Jostens** at 973-403-8755. The fee is \$35.00 and you will have the option to pay by phone. Diplomas usually take 4-6 weeks.

Applicant's Last Name \_\_\_\_\_  
Last Name First Name Maiden Name

Date of Birth: \_\_\_\_\_  
Month/Day/Year Graduation Date Phone Number

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

\_\_\_\_\_  
City State Zip Code

Request Type  Official Transcript  Unofficial Transcript  Diploma  School Records  Health Record

Purpose of your request: \_\_\_\_\_

Applicant's Release Signature: \_\_\_\_\_

### Send records to:

\_\_\_\_\_  
Name of School/ Designee

\_\_\_\_\_  
Address City State Zip Code

Money Order \_\_\_\_\_ Proof of Identification \_\_\_\_\_ Date Received \_\_\_\_\_