



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
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 _____