



THE MORGAN SCHOOL

Guidance Department
71 Killingworth Turnpike
Clinton, CT 06413
Phone: (860) 664-6544



TRANSCRIPT REQUEST FOR GRADUATED STUDENTS

Please complete a form for each school, employer, or agency to which you are applying and return to The Morgan School Guidance Department at least 10 DAYS PRIOR TO YOUR APPLICATION DEADLINE.

Date		Year of Graduation	
Full Name (When at The Morgan School)			
Date of Birth		Phone Number	
Email			

I request the release of records to:

Name of Individual or Department	
Name of School, Employer, or Agency	
Street Address	
City/State/Zip	

Requestor's Signature	
Date	

Please complete all information and mail to:

The Morgan School
Guidance Department
71 Killingworth Turnpike
Clinton, CT 06413

You may also email your completed request to:

kobeirn@clintonpublic.net

A FAX option is not available

During the summer months, please call The Morgan School Main Office at (860) 664-6504 if requesting a transcript.