

NEW

# HARRY S TRUMAN HIGH SCHOOL

Keri Alfano, Principal



750 Baychester Avenue • Bronx, NY 10475  
• <http://bxtrumanhighschool.com>

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DATE: \_\_\_\_\_

To Whom It May Concern:

The following is REQUIRED to order any type of records:

- **One \$3.00 Money Order – payable to Harry S Truman High School**
  - **Self-addressed, stamped envelope to ALL parties receiving copies of records**
- Official transcripts are only mailed to colleges & employers**

The following information is needed:

**Name used while attending Truman:** \_\_\_\_\_

**Name now:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Year of discharge or graduation:** \_\_\_\_\_

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

Please check off what records you are requesting:

Transcript: \_\_\_\_\_

Immunization (if available) \_\_\_\_\_

Graduation Letter \_\_\_\_\_

SAT Scores \_\_\_\_\_

**OR**

Letter of Discharge \_\_\_\_\_

**ABSOLUTELY NO RECORDS WILL BE GIVEN OUT IMMEDIATELY.** Please allow at least one week for processing. Thank you.