



BERNALILLO HIGH SCHOOL

148 Spartan Alley

Bernalillo, NM 87004

Registrar Office: (505) 404-5148

“Home of the Spartans”

REQUEST FOR HIGH SCHOOL RECORDS

REQUEST FOR TRANSCRIPT REQUEST FOR ED.VERIF. ENROLLMENT VERIF.
 SHOT RECORDS LETTER _____

Please Note: Transcripts cannot be released to a parent or relative of past graduates over the age of 18 without written permission from the student, via e-mail and a valid photo ID of the parent or relative picking up the transcript.

****A \$2.00 search fee will be collected at the time of pick up for any transcript older than 2 years. An additional \$2.00 fee to all rush requests (please allow 5 business days). Thank you!**

Student full name (maiden): _____
(At the time of BHS enrollment)

Date of birth: _____

Last 4-digits of social security number: _____

Year of Graduation: _____ Did you graduate on time? _____ Yes _____ No

Non-graduate, list year of attendance at BHS: _____

Please list and include the e-mail address/s where you would like your transcripts to be e-mailed to:

* _____
* _____
* _____
* _____

Date when you need the transcripts: _____

Students Signature: _____ Date of request: _____

Contact phone number (if questions should arise): _____

***Please submit request to aperez@bps.k12.nm.us.
Transcript will be e-mailed out at a later time. Thank you!**