



Msgr. McClancy Memorial High School

71-06 31ST Avenue, East Elmhurst, NY 11370 718 898-3800 Ext. 5 Fax: 718 651-8684

Transcript Request

Transcript Requests can be made in person or by mail to the College Guidance Office/ Records Office. You are welcome to call ahead to make your request at 718-898-3800 ext. 5, or email us at: mtomala@msgrmcclancy.info

School hours: 7:30 am - 3:30 pm. Summer hours: 7:30 am - 1:00 pm.

The cost for a sealed transcript is \$5.00 payable by cash and check or money order to Msgr. McClancy Memorial High School.

Please use the form below to request the transcript:

High School Transcript Request Form

(PLEASE PRINT CLEARLY)

Last Name: _____ First Name: _____

Address: _____

Email: _____ Date of Birth _____

Year of Graduation _____ or Withdrawal _____

Your present telephone # _____

Indicate the address where would you like us to send the transcript (college, job or your address).

Indicate any other necessary information: _____

I authorized Msgr. McClancy H. S. to send my transcript to the address above.

Signature: _____ Date: _____