

Crown Point Central School

P.O. Box 35, 2758 Main Street
Crown Point, NY 12928
518-597-4200/3285

Fax 518-597-4121



Home of the Panthers

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To: CPCS Alumni & Students

From: Crown Point Central School

Re: Requesting Transcripts

You may obtain an official copy of your transcript (academic record) once a written request has been received. Per FERPA law, a phone call is not acceptable as a written signature is required. In addition, once a graduated student turns 18, only the student can request copies of their records.

Either a written letter mailed or faxed or a scanned to email document with your signature is accepted.

In your request, the following information is required:

- Full legal name of student (include maiden name if now married)
- Contact Phone Number
- Year of Graduation
- Purpose of request (college, military, employment, etc.)
- Complete name of contact person for the transcript and mailing address or email address where the transcript should be sent to.
- Each request for records must be dated as well as have your signature.

Once your request has been received, please allow at least (5) business days for the request to be processed. If school is not in session (ex. winter break, spring break, summer vacation) your request may take more than 10 days to process.

Electronic requests may be sent by email to:

joanne.mazzotte@cpcsteam.org

karla.vigliotti@cpcsteam.org

mainoffice@cpcsteam.org

Faxed requests: 518-597-4121

Attention: TRANSCRIPTS

Written requests:

Crown Point Central School

Attn: TRANSCRIPTS

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