



Student Information Request

Attention Parents & Guardians! Students are able to request personal information from the Main Office via mail, in person or via fax. Parents and Students must place a request to begin processing. **Please note that all requests will be fulfilled within 24 hours.**

Student Name: _____
Address: _____
Grade/Advisory: _____ Date of Request: _____

PLEASE FILL OUT ALL NECESSARY FIELDS BELOW

<i>What form(s) or Information do you need? (Please check below)</i>			
<input type="checkbox"/> Enrollment Verification	<input type="checkbox"/> Unofficial Transcript	<input type="checkbox"/> Change of Address Form	
<input type="checkbox"/> Quick Look Up	<input type="checkbox"/> Official Transcript	<input type="checkbox"/> Lost Bus Application	
<u>DETAIL:</u>			

<p>Request Can Be Sent Mail, Fax or In Person: Green Tech High Charter School. 99 Slingerland Street, Albany, NY 12202 PHONE: (518) 694-3400 FAX: (518) 694-3401 EMAIL: frontdesk@greentechhigh.org</p>			
<i>Thank you for submitting your request. We will have it returned to you within twenty-four hours.</i>			
Main Office Use Only			
Fulfilled By:		Date:	
Office Sig:		Date:	