

**Plattsburgh High School Counseling Department**  
**AUTHORIZATION TO RELEASE OFFICIAL STUDENT TRANSCRIPT**

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**All fields must be completed and the signed form must be received before the transcript will be released. Incomplete forms will not be honored.**

*Please print all information clearly and accurately.*

Personal Information:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

If attended under a different name, print name here: \_\_\_\_\_

Phone number: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date last attended: \_\_\_\_\_ Graduated from PHS: Yes \_\_\_\_\_ No \_\_\_\_\_

***Please write the address (or addresses) where you would like a copy of your official transcript sent:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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***Please read and sign below:***

*By signing this form, I authorize the Plattsburgh High School Counseling Department to release my official transcript to the address or addresses requested above. I also certify that the record I am requesting to be released is my own. I further understand that if I sign for another individual's record to be released, I agree to be held liable.*

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***Please fax the completed form to: 518-561-5907***

***Or Mail the completed form to:***

Plattsburgh High School  
School Counseling (Guidance) Office  
1 Clifford Drive  
Plattsburgh, NY 12901

**Plattsburgh High School**  
**School Counseling (Guidance) Office**  
1 Clifford Drive, Plattsburgh NY 12901  
Phone (518)-561-7500 (ext.5071) Fax (518)- 561-5907

**Explanation of Marks on Transcript:**

65% minimum is a passing grade for year's average, certification and the New York State Regents Exam.

RE = New York State Regents Exam (State wide)

RR= Regents retake

FA = Final Average = yearly average (90%)

FE=Final Exam (10%)

Cumulative average is the average of the final grades.

GPA is unweighted

**Grade conversion chart**

<b><u>Letter Grade</u></b>	<b><u>Percent Scale</u></b>	<b><u>4 Point Scale</u></b>
A+	97-100	3.90-4.00
A	93-96	3.75-3.89
A-	90-92	3.50-3.74
B+	87-89	3.25-3.49
B	83-86	3.00-3.24
B-	80-82	2.75-2.99
C+	77-79	2.50-2.74
C	73-76	2.25-2.49
C-	70-72	2.00-2.24
D+	67-69	
D	63-66	
D-	65	
F	64	

**For course descriptions please [visit our web site:](http://www.plattscsd.org/phs/Counseling/academics/CourseDescriptions.htm)**

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