

Former Students School Records Requests:

If you are a former student or graduate of Telstar Regional High School, Woodstock High School or Andover High School, and you are in need of your high school transcript or immunization records, please e-mail your request to Marilyn Howe at howem@sad44.org . Within your request, please include this information:

- 1) what your name was when you attended (include your middle initial)**
- 2) your birth date,**
- 3) your year of graduation or date of withdrawal,**
- 4) the name and mailing address(es) of where you need the information sent,**
- 5) the fax # if someone is expecting to receive the info that way,**
- 6) your current name including middle initial, mailing address and phone #**
- 7) if you attended SAD#44 Adult Education, please indicate if you received a GED or a diploma and in what year.**

If you do not have access to a computer, please fax your request in writing to Marilyn at 207.824.8403. Due to new federal and state confidentiality laws, we cannot release info without prior written consent so voice mail requests are discouraged.