



**North Shore High School Counseling Office  
Transcript Verification Form**

**Please Note: Transcripts will not be sent to any college(s) until this form is returned to the Counseling Office with the proper signatures.**

Name: _____	Date: _____
Home Telephone Number: _____	Counselor: _____

**Section I: Missing Courses**

The following subject(s) have been omitted from my transcript:

Subject	Year	Regents Grade	Final Grade	Credit

**Section II: The following subject(s) have been reported incorrectly on my transcript:**

Subject	Grade Was Reported As	Year	Regents Grade	Final Grade	Credits
Subject	Corrected Grade Should Be	Year	Regents Grade	Final Grade	Credits
Subject	Grade Was Reported As	Year	Regents Grade	Final Grade	Credits
Subject	Corrected Grade Should Be	Year	Regents Grade	Final Grade	Credits

**Section III: Other:**

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**If there is an error on your transcript, please speak to the teacher of the course. No changes or corrections can be made without approval from the teacher of record and department chairperson.**

**Section IV: - Release**

I have examined the unofficial transcript and the information reported is accurate in all respects.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature



## North Shore High School Counseling Office Transcript Verification Form

### Instructions for the Transcript Verification Form

The enclosed transcript includes a record of your high school performance and your three-year grade point average. The transcript is designated “unofficial” because it will not be accepted by any school, college or employer. Only transcripts mailed directly from North Shore High School are considered official.

You have been sent a copy of your transcript for two reasons:

1. You should be aware of what the official record shows about your high school performance to date.
2. You should check the accuracy of the courses listed and the grades recorded.

Please check that all of your course listings are accurate.

1. Check that every course you have taken has been listed on the transcript.
2. Check that no additional courses have been listed.
3. Check that each of the grades reported are correct.