



NORTH
YARMOUTH
ACADEMY

Alumni Transcript Requests

Following FERPA guidelines, anyone over the age of 18 must submit their own transcript requests.

Official Transcript Request: If you are an NYA graduate and you would like to have an official NYA transcript (and any former high school transcripts) sent to a *college, university, college coach, business, or insurance company*, send the following information to our registrar and college counseling office. Please note that official transcripts will only be released to the third parties listed above. College coaches must provide their college or university email address (ending in .edu).

Unofficial Transcript requests: Unofficial transcripts can be mailed or emailed to you or to a third party.

Please allow two weeks for processing time.

Email your requests including the information below to:

- **For new college applications:** Gretchen Bergill, Director of College Counseling (gbergill@nya.org)
- **For all other reasons:** Tara Johnson, Registrar (tjohnson@nya.org)

Former NYA students who did not graduate from the Academy should direct all requests to the Registrar.

Please submit the following information with all requests

- Your full legal name
- Year of graduation
- Years attended NYA
- Previous high school information (if any)
- Date of birth

Where to send your transcript

- Name of recipient institution (also name of individual receiving transcript if known)
- Email address of recipient
- Mailing address of recipient
- Deadline for submission

To have a teacher recommendation included with your transcript, please contact the teacher(s) who wrote for you and ask them for permission to use their letter and to forward it to the Registrar/College Counselor.