



Dear Parent(s)/Guardian(s):

Stevens Cooperative School requires school records and recommendation forms for each applicant as part of the admissions process. Please complete and sign this Transcript Request Form and submit it to your **child's current school, along with the required confidential recommendation forms, no earlier than November 15** (to allow your child's teacher time to get to know your child).

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### Transcript Request Form

**Student Record Office or Registrar,**

\_\_\_\_\_ has applied for admission to the \_\_\_\_\_ grade at Stevens Cooperative School for the coming school year. **In addition to the completed recommendation forms, please send a current transcript, including the most recent report card, narrative reports and results of standardized testing.** All information provided is considered confidential.

Please return the required forms by January 15 to:

**Steven Cooperative School**  
**Office of Admissions**  
100 River Drive South  
Jersey City, NJ 07310

Please don't hesitate to contact Stevens Cooperative School with questions at 201.792.3688, ext 404 or 406. Thank you for your assistance.

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Signature of Parent or Guardian

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Date of Request