



**NEW BEDFORD HIGH SCHOOL  
TRANSCRIPT REQUEST  
&  
GRADUATION VERIFICATION INFORMATION**

To obtain an official transcript or graduation verification letter from New Bedford High School please fill out a **Records Release Form**.

If you live locally, you may go directly to New Bedford High School, the main office, in the administrative suite. The main office is open Monday–Friday, 7:00 AM to 3:30 PM.

Please address your request to:

Main Office Transcripts  
New Bedford High School  
230 Hathaway Blvd.  
New Bedford, MA 02740

**Charges will apply when ordering student records. Please note the information below:**

Certified Official Transcript	\$1.00 per copy
Certified Graduation Verification Letter	\$1.00 per copy
Standard Shipping Fee	\$2.00 per mailing address

**Acceptable forms of payment are:** Cash or Money Order.  
Please make all money orders payable to New Bedford High School.

*Please Note: All requests are processed in the order they are received. Once the Main Office is in receipt of your request please allow up to ten(10) business days for processing.*

*You may check the status of your request by contacting a representative in the Main Office at (508) 997-4511 Extension 2304.*