

September 16, 2016

Dear Seniors/Parents/Legal Guardians:

Enclosed you will find a copy of your child's unofficial transcript, which is also available on the student and parent portals. Please review it carefully to ensure that there are no errors or omissions, since this will accompany your records when you apply to post-secondary schools. This includes wrong subject, incorrect mark, or in the personal information. As a reminder, courses listed with an incomplete grade "I", should be addressed right away. Additionally, where assessments are listed (Regents/RCT's), if you see the letters "ABS" or "BAR", please indicate this on Part B of the transcript verification form since this will need to be removed from your transcript.

The transcript verification form *must* be submitted to my office in Central Guidance no later than **Friday, September 23rd**. If all information is correct, fill out Part A. If there are no errors, you may keep the transcript and make additional copies as needed.

Please note, transcripts will not be sent to colleges, coaches, or the National Collegiate Athletic Association (NCAA) until either Part A or Part B of the Transcript Approval Form is filled out and returned to my office. Upon receipt of all corrections and verification of transcripts, final transcripts will be uploaded onto the student and parent portals.

If you have any questions, please feel free to contact me. I may be reached at (631) 673-2101. On behalf of the Counseling Department, we look forward to working with you during this important and exciting year!

Very truly yours,

Kitty R. Klein
District Director of Guidance
and Testing, K-12