

New York Military Academy Records Request Form

Allow 3-5 days for processing. Payment and a signed release form must be received prior to release of requested records. Make checks or money orders payable to NYMA. No credit card transactions. Faxed transcripts are to be considered unofficial.	
Today's Date _____	
Please mail records _____ immediately; _____ upon last grade period; _____ date	
Name: (include all names ever used)	
Street address:	
City, State, Zip:	
Phone:	
Dates of attendance:	Date of Birth:
Mail ____ (# of copies) to address:	
Mail ____ (# of copies) to address:	
Mail ____ (# of copies) to address:	
Fax # (if transcript is to be faxed) Attn:	
Signature: (required)	

Transcripts are \$5 for the first copy of a request and then \$1 for each additional in that request. The next time you order the charge restarts at \$5. We will send sealed official transcripts. Once opened a transcript becomes unofficial.

**Please send all transcript requests to:
Academic Records, New York Military Academy,
Cornwall on Hudson, NY 12520**