



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. 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:	Email:
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.
We will send sealed official transcripts. Once opened a transcript becomes unofficial.

**Please send all transcript requests to: Att: Terri Madaia Academic Records New York Military Academy
78 Academy Avenue, Cornwall on Hudson, NY 12520 or Fax 845-534-7121/email tmadaia@nyma.org**