

***Please complete this form, send it to your High School and ask the High School to return it to you with an Official Transcript (in a sealed envelope)**

Dear Sirs:

_____ of _____
(last name) (first) (other)

(home address) (social security #)

has applied for admission to our **School of Nursing**.

Kindly send him/her an official transcript of his/her high school record (in sealed envelope). Please include the subjects in progress, results of Scholastic Aptitude Tests, and her/his class rank, as applicable. Any additional information pertaining to this student will be appreciated.

She/He was/will be graduated from your school in _____.

Thank you very much for your prompt attention to this request.

Sincerely,

Bernice Pass-Stern, M.Ed., M.S.
Assistant Dean
Phillips Beth Israel
School of Nursing