

Post Graduate Transcript Requests and Education Verifications

To request a certified high school transcript:

- All requests must be submitted in writing by the graduate.
(Transcript Release Requests may be downloaded.)
- Requests must include the following:
 - Full Name (Maiden name, if applicable)
 - Date of Birth
 - 4 digit year of graduation
 - Telephone number
 - Mailing Address to send the transcript (Home, School, or Employer)
Woburn residents are requested to pick up their transcript at Guidance Department. Please bring a picture ID for verification.

To receive the transcript:

- Please contact the Guidance Department at least 48 hours to process request.
Guidance Office hours are Monday through Friday, 7 AM to 3 PM
- Mail a request to the following address:
Woburn Memorial High School
Attn: Guidance Department
88 Montvale Avenue
Woburn, MA 01801
- Fax your request to 781-937-8216, Attention Guidance Department
- E-mail your request to jreid@woburnpublicschools.com

All company requests to verify a WMHS graduate:

- A written release, signed by the graduate, which includes their name, date of birth, and year of graduation.

If you have any further questions, please contact the Guidance Department
At 781-937-8210, ext. 103.