



Putnam/Northern Westchester
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
200 BOCES Drive, Yorktown Heights, NY 10598-4399
(914) 248-2403 FAX (914) 248-2472

Requesting your Practical Nursing Transcript

- **In-Person**

Copies of your Putnam/Northern Westchester BOCES transcript can be obtained through the Health Services Office for a fee of \$5.00 for each Official copy. Stop by room 206 Tech Center Building to order your transcript during normal business hours, Monday, Tuesday, or Thursday from 8:00 a.m. – 3:00 p.m.

- **By Mail**

Official copies of your Putnam/Northern Westchester BOCES transcript can be requested by mail. Please download and print out the transcript request form, send completed form with check payable to PNW BOCES to:

Putnam Northern Westchester BOCES
Tech Center, Room 206
200 BOCES Drive
Yorktown Heights, NY 10598

Transcript requests are normally processed with 5 business days of receipt.

Import Reminder: Any outstanding tuition balance must be cleared by the appropriate office before a transcript can be released.

If anyone other than the student is picking up a transcript, a written authorization from the student is required. The designated person must have a photo I.D.

If picking up transcripts in person, please check with the Health Services Office prior to arrival to be sure transcripts are ready.

Official transcripts come in an envelope and are sealed with an office school stamp. Employers and institutions that request official transcripts require that seal to be intact upon receipt, so be sure that you **DON'T OPEN THEM.**

Service and Innovation Through Partnership

**BEDFORD ▲ BREWSTER ▲ BRIARCLIFF ▲ CARMEL ▲ CHAPPAQUA ▲ CROTON-HARMON ▲ GARRISON ▲ HALDANE ▲ HENDRICK HUDSON
KATONAH-LEWISBORO ▲ LAKELAND ▲ MAHOPAC ▲ NORTH SALEM ▲ OSSINING ▲ PEEKSKILL ▲ PUTNAM VALLEY ▲ SOMERS ▲ YORKTOWN**