

High School Transcript Request

For Bloomfield students who are in need of a copy of their high school transcript, the student and/or parent must go on line to make an official request. All information on the online form must be provided in order to complete an official request. Requests can only be made by the student who attended Bloomfield Schools or by the legal parent (if under the age of 18) of said student and, request will only be issued to those same individuals. After the transcript request has been made, the district will work to verify the request by contacting the requester via phone.

Requests will be mailed to the requester who either is/was a student who attended Bloomfield Schools or the parent of said student (if said student is under the age of 18). A requester may indicate during the phone validation process to mail a copy of the transcript to an outside agency (college, military, or employer). An outside agency will not be permitted to make a request, the outside agency must ask the student and/or parent to make an official request.

To verify an individual to release transcripts to, the Student/Parent will submit a picture of current driver's license and the student's social security card (the student's social security card is NOT required but may assist in ensuring that transcript is for the correct student) to the following secure email address: bhstranscriptrequest@bsin.k12.nm.us:

After the request is received, it should take 7-14 business days to process. In that time, a district representative will contact the requester by phone to validate the request. Upon validation, the district representative will mail out the transcript request.

IMPORTANT NOTE: If a transcript is requested prior to grades being posted, the transcript may be incomplete and un-official. The requester will need to contact the registrar in advance to better understand what will be on the transcript at the time of issue.

Transcript Requests

1. Making a transcript Request
 - a. Student/Parent will make an official transcript request via online using the following link:

Bloomfield High School <https://forms.gle/S3Li2NSiYa9nUfwVA>

Charlie Y Brown <https://forms.gle/craoVcES7GBozoeY6>

- b. Student/Parent will submit a picture of current driver's license and social security card (is not required but may assist in ensuring that transcript is for the correct student) to the following secure email address:

Bloomfield High School: bhstranscriptrequest@bsin.k12.nm.us

Charlie Y Brown: cybtranscriptrequest@bsin.k12.nm.us

- c. The request will be received and processed within 7-14 business days. In that time, a district representative will contact the requester by phone to validate the request. Upon validation, the district representative will mail out the transcript request.