

Transcript Information

Alumni must submit a signed request form in order to have their transcript released. Please allow a minimum of three business days to process the transcript request. The cost is \$3.00 per transcript. The payment can be cash, check, or money order. If by check or money order, make it out to Notre Dame High School.

Requests can be mailed to:
Notre Dame High School
Guidance Office
Attn: Mrs. Michelle Vail
3417 Church Road
Easton, PA 18045

Questions?

Call or email Mrs. Vail at 610-867-7012 or mvail@ciu20.org. Our office hours are 7:00 a.m. to 3:00 p.m. daily. During the summer, the Guidance Office is open on a limited basis so please call first.

(Please print and send this request along with your payment)

Please Print

Name: _____ Year of Graduation: _____

Name at time of graduation: _____

Address: _____ Date of Request: _____

_____ Zip: _____ Phone #: _____

Please mail Transcript to: (Please give full address):

Fax to: _____ Attention: _____

I hereby authorize the release of my high school transcript.

Office Use Only

Signature

Date Sent