

# 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](mailto: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 send transcript to: (Please give full address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax/email to: \_\_\_\_\_ Attention: \_\_\_\_\_

I hereby authorize the release of my high school transcript.

Office Use Only

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Sent