

Alumni Transcript Request Form

Please allow a minimum of (3) business days to process the transcript request. The cost is **\$5.00 per transcript**. The payment can be cash, check, money order, or PayPal/Venmo. If by check or money order, make it payable to: Notre Dame High School. Transcripts cannot be processed until payment is received.

Requests can be mailed to:

Notre Dame High School
Guidance Office
3417 Church Road
Easton, PA 18045

Paypal:



Venmo:

@NotreDame-HighSchool

<https://paypal.me/NotreDameHighSchool>

Questions?

Call or email Mrs. Pardoe at (610) 867-7012 or apardoe@ndcrusaders.org. Our office hours are 7:00 am to 3:00 pm daily. During the summer, the Guidance Office is open on a limited basis, so please call first.

(Please submit this request along with your payment)

Name: _____	Year of Graduation: _____
Name at time of Graduation: _____	Date last attended: _____
Address: _____	DATE OF REQUEST: _____
City, State, Zip: _____	Phone #: _____
Email Address: _____	

Send Transcript To: (Please PRINT complete address):

Attention: _____
or email/fax to: _____

I hereby authorize the release of my high school transcript.

Signature

Date

(FOR OFFICE USE)

_____ Cash _____ Check # _____ Other _____ Initial