



**NOTRE  
DAME**  
High School  
— Fairfield —

**REQUEST FOR TRANSCRIPTS/STUDENT RECORDS**

For the protection of records, we require your signature prior to release of transcripts. Please complete this form and return with appropriate payment.

Mail to: Notre Dame High School  
220 Jefferson Street or fax to 203-365-4916  
Fairfield, CT 06825  
ATTN: Guidance

**\*PLEASE ALLOW AT LEAST 3 BUSINESS DAYS FOR PROCESSING\***

_____		_____	
TODAY'S DATE		FULL NAME (Please Print)	
_____		_____	_____
GRADUATION/MAIDEN NAME		DATE OF BIRTH	TELEPHONE
_____		_____	
YEAR OF GRADUATION OR WITHDRAWAL		DID YOU RECEIVE A DIPLOMA FROM ND? YES – NO (Circle)	
_____			
(SIGNATURE OF STUDENT OR PARENT)			

**Official Transcript:** Embossed with Notre Dame's stamp and sealed in an envelope. Required by a school or employer and **mailed directly to them. SCHOOLS/EMPLOYERS DO NOT ACCEPT OFFICIAL TRANSCRIPTS FROM YOU DIRECTLY.** (\$5.00 each)

**Unofficial Transcript:** Neither stamped nor sealed / usually requested for personal use. (\$3.00 each)

**Immunization records:** A copy of immunization information contained in file (**MAY NOT BE AVAILABLE FOR EVERY GRADUATION CLASS**). (\$1.00 each)

**PAYMENT INFORMATION**

There is no charge for up to three transcripts requested within one year of graduation.

Number of Official Transcripts Requested \_\_\_\_\_ @ \$5.00 each = \$ \_\_\_\_\_  
 Number of Unofficial Transcripts Requested \_\_\_\_\_ @ \$3.00 each = \$ \_\_\_\_\_  
 Number of Immunization Records Requested \_\_\_\_\_ @ \$1.00 each = \$ \_\_\_\_\_  
**TOTAL DUE = \$ \_\_\_\_\_**

**Please make checks payable to Notre Dame High School. (Please call the school to pay by credit card.) Payment must be received for request to be processed.**

**Unofficial** transcripts and/or immunization records can be picked up at the Notre Dame Guidance Office between 8:00 am and 2:30 pm) **OR** mailed to address below:

Please mail **official** transcript(s) to the following school or business address(es):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_