



Notre Dame Academy

Alumnae Transcript Request

A transcript may not be issued without this signed form and \$5.00 fee per transcript

Name: _____ Maiden Name: _____

Address: _____
(Street) (City) (State) (Zip)

Graduation Year: _____ Birthdate: _____

Phone/Cell: _____ Email Address: _____

Send Transcript to: _____

Signature: _____ Date: _____

Please allow 24 hours for processing



Notre Dame Academy

Alumnae Transcript Policy

Your academic transcript is the official, permanent record of your academic history at Notre Dame Academy. Transcripts can be ordered in person, by fax or by mail. We do not accept orders for transcripts by email or telephone. Each request must include:

1. Full name and address of requestor
2. Your name when enrolled (if different)
3. Your year of graduation
4. Your date of birth
5. Full name and complete address of person or institution receiving the transcript
- 6. Your signature**
7. Transcript fee of \$5.00 per official transcript which may be paid by cash, check or credit card
8. A phone number, address or email address when you can be reached in case there is a problem processing your request.

Requests are generally processed within 24 hours of receipt. Transcripts will not be released, and your request will be returned, if you have a financial obligation to Notre Dame Academy. If you have any further questions regarding alumnae transcripts, please call the school office at 419-475-9359.