

# TRANSCRIPT/LETTER OF GRADUATION REQUEST FORM

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_ YEAR OF GRADUATION: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

SEND TRANSCRIPT/LETTER TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$5.00 FEE  SIGNATURE: \_\_\_\_\_

-----  
Cut at Line

Please fill out the above form and include the exact address of the school/college to which the transcript should be sent. Send \$5.00 per each transcript requested for payment along with the completed form to the following address:

Upper Darby High School  
601 N Lansdowne Ave.  
Drexel Hill PA 19026  
Attn: Guidance Office

All recent graduates have a one-year period to receive a free transcript (e.g.: a June 2017 graduate has until June 2018 to receive a free transcript).

For any questions, please call the Guidance Office between the hours of 7:30 a.m. and 11:00 a.m. and 1:00 p.m. to 3:00 p.m. at 610-622-7000 ext. 2307.

**\*\*Official Transcripts** (with UD seal) – Will only be mailed to schools/colleges/universities.

**\*\*Unofficial Transcripts** (without UD seal) – Will be mailed to home addresses.

For ***Letters of Graduation***, please complete the same information as above. Payment is also \$5.00 per letter. Send this information to the following address:

Upper Darby High School  
601 N. Lansdowne Avenue  
Drexel Hill, PA 19026  
Principal's Office

If you have any questions, please feel free to call the Principal's Office between the hours of 7 am and 3 pm at 610-622-7000 x 2301. **\*\*This process will take two to three business days to complete.**