



Opportunity · Unity · Excellence

**Remote Process for Obtaining A Transcript, Letter of Graduation,
and Graduation/Education Verification**
Coronavirus/COVID-19 Response

Upper Darby School District continues to process requests for Transcripts, Letters of Graduation, and Graduation/Education Verifications during the state-mandated Coronavirus/COVID-19 school closure. Inquiries and requests for Transcripts/Letters of Graduation and Education Verification should be directed to designated staff using the contact information below.

Contact: Elizabeth McNaull, Guidance Secretary
transcriptrequests@upperdarbysd.org
610 622 7000, ext. 2307

Mailing Address: Upper Darby High School
Attn: Transcript/Letter of Graduation/Education Verification Requests
601 N Lansdowne Avenue
Drexel Hill PA 19026

How does a student request a Transcript, Letter of Graduation and/or Education Verification given social distancing requirements?

The procedures for requests for issuance of Transcripts, Letters of Graduation, and the Education Verification Process have temporarily changed and are as follows:

Transcript Requests

PLEASE NOTE: If you are a current student that attends Upper Darby High School and is in need of a transcript, please email your Guidance Counselor.

- Fill out the [Transcript Request Form](#). Be sure to fill out the form in its entirety and to **SIGN THE FORM**.
- Provide an email address and/or a physical address of where to send the Transcript to.
- Email the completed form to transcriptrequests@upperdarbysd.org.

PLEASE NOTE THAT PHYSICAL TRANSCRIPTS THAT ARE BEING MAILED WILL TAKE UP TO SEVEN (7) DAYS TO PROCESS.

Letter of Graduation Requests

- Fill out the [Transcript Request Form](#). Be sure to fill out the form in its entirety and to **SIGN THE FORM**.
- Provide an email address and/or a physical address of where to send the Letter of Graduation to.
- Email the completed form to transcriptrequests@upperdarbysd.org.

PLEASE NOTE THAT REQUESTS WILL TAKE UP TO TWO (2) WEEKS TO PROCESS.

Education/Graduation Verification Requests

If you are an organization or company that needs an Education Verification for a former Upper Darby School District student, please email your Company's Verification Form along with a signed release to transcriptrequests@upperdarbysd.org.

Please include the following:

- Candidate's full name with alias/maiden name
- Candidate's Date of Birth
- Year of Graduation/Attendance
- Signed Release

PLEASE NOTE THAT REQUESTS WILL TAKE UP TO SEVEN (7) DAYS TO PROCESS.

###