

# BERKS CATHOLIC HIGH SCHOOL

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## Transcript Information

Alumni must submit a signed request form in order to have their transcript released. Please allow a minimum of three business days to process the transcript request. The cost is \$5.00 per transcript. The payment can be cash, check, or money order. If by check or money order, please make out to Berks Catholic High School.

Requests can be mailed to:  
Berks Catholic High School  
Guidance Office  
Attn: Mrs. Bonanno  
955 E. Wyomissing Blvd  
Reading, PA 19611

### Questions?

Call or email Mrs. Bonanno at 610.374.8361 ext. 229 or [tbonanno@berkscatholic.org](mailto:tbonanno@berkscatholic.org)  
Office hours are 8:00 a.m. to 2: 00 p.m. daily. During the summer, the Guidance Office is open on a limited basis, please call before coming over..

(Please print and send this request along with your payment)

Please Print

Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Name at time of graduation: \_\_\_\_\_ School:(circle one) **CC** **HN** **BC**

Address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please send transcript to: (Please give full address):

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

Fax/email to: \_\_\_\_\_ Attention: \_\_\_\_\_

I hereby authorize the release of my high school transcript.

Office Use Only

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Sent

Berks Catholic High School, Inc.  
955 East Wyomissing Boulevard | Reading, PA 19611-1799  
Main Office 610.374.8361 | FAX 610.374.4309 | [www.berkscatholic.org](http://www.berkscatholic.org)