

Colleges, prospective employers, or governmental agencies will only accept official transcripts **AND** must be mailed from Northern High School directly to the college/employer/agency. Be certain the address(es) you provide are accurate and legible. Your request must be made in person or in writing and must include a two-dollar processing fee for each transcript. Complete this form legibly and in its entirety.

Name when you attended school: _____

Name of Institution: _____

Address: _____

City, State, Zip: _____

Year of Graduation: _____ Did you Graduate? _____

Incomplete release forms will be returned to you and records will not be sent until all required information is furnished.

I hereby authorize the custodian of school records to release my transcript to the institution listed above.

Signature: _____

Mail or drop off completed form to:
Northern High School
Attn: Guidance
653 S. Baltimore Street
Dillsburg, PA, 17019

Your request will be processed within 5 working days of receipt.