



# SAINT BERNARD SCHOOL

1593 NORWICH NEW LONDON TURNPIKE, UNCASVILLE, CT 06382

Phone: 860-848-1271 ♦ [www.saintbernardschool.org](http://www.saintbernardschool.org)

## Transcript Request Form

Please use this form to make an official request with Saint Bernard School Counseling Department for a copy for a copy of your high school transcripts. NOTE: that we do not have copies of high school diplomas.

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

Maiden Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Phone Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

### TRANSCRIPT REQUEST

Type of Transcript \_\_\_\_\_ Official \_\_\_\_\_ # of copies

\_\_\_\_\_ Unofficial \_\_\_\_\_ # of copies

Please be aware that requests may take up to a full week to be processed.

Mail Transcript to: \_\_\_\_\_

Or email transcript to: \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Request

The form can be emailed to: Mrs. Deborah Ingoglia / [Dingoglia@saint-bernard.com](mailto:Dingoglia@saint-bernard.com)

Or mailed to:

Saint Bernard School  
1593 Norwich New London Turnpike, Uncasville, CT 06382  
Attn: School Counseling Department