

## **High School Transcript Request**

Please include the following information in your request:

Today's date

Your name (and maiden name if applicable)

Home address

Daytime phone number

Email address

Whether you graduated or withdrew from KDHS

Year of graduation (or year you were scheduled to graduate)

Where you would like your transcript to be mailed – please include the complete mailing address

Note: records released to a college or employer will be an OFFICIAL transcript with a school seal. Records sent to your home address will be an UNOFFICIAL transcript with no school seal.

This request can be sent via fax to the Kennard Dale High School Guidance Office at (717) 382-4258 or via email to [absherd@sesd.k12.pa.us](mailto:absherd@sesd.k12.pa.us)