



NOTRE DAME HIGH SCHOOL, INC.  
 480 S. San Miguel Street  
 Talofofo, GU 96915  
 Tel: (671) 789-1676/771/1717/1745 Fax: (671) 789-4847

**REQUEST FOR ACADEMIC TRANSCRIPT**

Please write clearly when making your request and provide all information. Illegible and incomplete requests cannot be processed. Transcripts are processed as soon as possible, but please allow at least four (4) business days before the transcript is needed, or two (2) weeks during the beginning and end of a semester. Transcripts will only be released to students or alumni who are in good standing with the Business Office. **Payment must be received by the Business Office before transcripts can be released.** Note: Credit card payments can only accepted in person, or by faxing a completed Credit Card Authorization form to (671) 789-4847. You may download the Credit Card Authorization form on our website at [www.ndhsguam.com](http://www.ndhsguam.com).

_____ Student ID Number/SSN	_____ Date of Birth	_____ Email Address	_____ Contact Number
_____ Student's Full Name		_____ Former or Maiden Name	
_____ Current Mailing Address		_____ Year(s) Attended/Graduated	

**TRANSCRIPT TYPE:** Please indicate the number of transcripts, per type, required. First Standard Transcript copy is free.

- |  |  |
|--|--|
| <input type="checkbox"/> ___ Standard Official (\$10 per copy)   | <input type="checkbox"/> ___ Student Verification (\$7 per copy)           |
| <input type="checkbox"/> ___ Standard Unofficial (\$10 per copy) | <input type="checkbox"/> ___ Expedited (\$25 per official/unofficial copy) |

- WILL PICK UP OR RELEASE TO: \_\_\_\_\_
- EMAIL ADDRESS & ATTN TO: (only for unofficial copies) \_\_\_\_\_
- FAX NO. & ATTN TO: (only for unofficial copies) \_\_\_\_\_
- TRANSCRIPT TO BE SENT TO: \_\_\_\_\_  
 (If more than one address, please use back of form) \_\_\_\_\_

_____ Student's Signature	_____ Date
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**FOR OFFICE USE ONLY**

AMT/RECEIPT# \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

1st Copy (Free)

HOLD FOR:  Tuition/Fees Clearance  Book Return Clearance