

**North Olmsted High School Alumni
Transcript Requests**

The North Olmsted High School Guidance Department has transcripts for students who have graduated within the last 5 years. For information, call the Guidance Office at 440-779-3517.

Students who graduated 2004 or before, can access their transcripts through Pupil Services Office. For information call Pupil Services office at 440-779-3563



NORTH OLMSTED CITY SCHOOLS
Pupil Services Department
27425 Butternut Ridge Road
North Olmsted, Ohio 44070
(440) 779-3563
Fax (440) 779-3505

Cheryl Dubsy,
Superintendent

Kimberly Dittmann,
Director of Pupil Services

TRANSCRIPT REQUEST

There is a \$3.00 charge for the initial copy of your transcript and a \$1.00 charge for any additional copies that are made at that time. The fee must be paid before the transcripts can be mailed. Make checks payable to the North Olmsted Board of Education. **Photo I.D. or Drivers License is required before records will be released.**

Year of Graduation _____

Year of Withdrawal _____

First Name (Please print)
M.I.

Last Name

Maiden Name (if applicable)

Date of Birth

Please send a copy of my transcript to:

Name of Institution

Address

City, State, Zip

Signature

Date

Most college want transcripts to have an official seal and be in a sealed envelope.