

North Olmsted High School Alumni Transcript Requests

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

Students who graduated more than five years ago can access their transcripts through the Pupil Services Office. For information, call the 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) 779-3591

Cheryl Dubsky,
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. A copy of Photo I.D. or Driver's License is required before records will be released.

Year of Graduation _____ or Year of Withdrawal _____

First Name (Please print) _____ Last Name _____ M.I. _____

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 schools will not accept transcripts unless they are mailed directly from our office to their admissions office, as they require the school seal. We ONLY attach the school seal to transcripts that we mail directly to an institution.**