



Ithaca High School Registrar
1401 North Cayuga Street
Ithaca, New York 14850
Email: icsd-transcripts@icsd.k12.ny.us

ITHACA HIGH SCHOOL TRANSCRIPT REQUEST INFORMATION

Official Transcripts: \$1.00 per paper copy

(Raised seal and enclosed in a sealed envelope)

Unofficial Transcripts and Electronic Official Transcripts: Emailed at no fee

*Additional fees will apply for records requested other than academic and for international mailings

I give permission to the Ithaca High School to release my confidential school records as follows:

Student Name at Time of Attendance: _____

Date of Graduation or Attendance: _____

Date of Birth: _____

Contact Information:

Phone _____ E-Mail _____

Home Address _____

I will pick up sealed transcript in the IHS Registrar's Office (I.H.S. Welcome Center)
Office Hours: 8:00 - 4:00 M - F
OR Summer Hours: 7:30 - 2:45 M - F

Mail transcript to (Attach additional pages if necessary):

EMAIL Electronic Official transcript to: _____
List name of Institution + Email address

Student Signature: _____ Date: _____

Please mail this form USPS with fee enclosed to the address indicated above. Attach additional pages if necessary.

Email form to icsd-transcripts@icsd.k12.ny.us with payment sent immediately after request.

Cash preferred. Checks have to be made out to Ithaca High School.

This section for Office Use Only

Form updated 3/1/2023

Date Received: _____ Date Processed: _____ Total Fee Received: _____