



Ithaca High School

Registrar's Office

Deborah Casey, Registrar
1401 North Cayuga Street
Ithaca, NY 14850
607-274-2144

TRANSCRIPT REQUEST INFORMATION

Official Transcripts: \$1.00

(Raised seal and enclosed in a sealed envelope)

Unofficial Transcripts: Emailed at no fee

*****Additional fees will apply for records requested other than academic and 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 (J-1, I.H.S. Main Office)

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 Unofficial transcript to: _____

Student Signature: _____ **Date:** _____

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

This form can also be emailed to Deborah Casey, **with payment sent immediately after request**.

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

E-Mail Deb Casey: DCASEY@ICSD.K12.NY.US

Date Received:

Date Processed:

Total Fee:

This Section for Office Use Only