



Deborah Casey  
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**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 (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 or Electronic Official 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 [dcasey@icsd.k12.ny.us](mailto:dcasey@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 5/6/2020

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Total Fee Received: \_\_\_\_\_