

NORTHROP TRANSCRIPT POLICY/PROCEDURE

\$1.00 FWCS charge per each transcript for graduate or withdrawn student transcripts

Cash, money order or check payable to Northrop High School, we do not accept credit/debit cards.

Include a self addressed stamped envelope where you would like the transcript returned.

Include a signed release from the student/person requesting the transcript.

Make sure the year of graduation or withdrawal is noted on request. If not available please include birth date.

The transcript request will be processed within 24 hours it is received.

Due to a confidentiality issue, Northrop will only fax a requested transcript when required information/release and payment has been received.

There is no charge for current student's transcripts.

Transcript requests for the NCAA Clearinghouse or athletic recruitment is handled through the athletic department.

If verification of graduation is needed for employment purposes, please call (260) 467-2308 and I will verify the graduation date by telephone.

Thank you,
Debra Reichard
Guidance Secretary
Northrop High School