



KENNEDY CATHOLIC FAMILY OF SCHOOLS

KENNEDY CATHOLIC HIGH SCHOOL

Graduate Transcript Request Form

Please note that this form is for transcript requests for KCHS Alumni only.

Current students must request transcripts with forms available in the Guidance Office.

Complete this form and send it with the \$5.00 graduate transcript fee enclosed to:

Kennedy Catholic High School

Attn: Guidance Office

2120 Shenango Valley Fwy

Hermitage PA 16148

Please select one:

I need an official copy of my transcript sent on my behalf

Official copies contain the school seal and may only be sent to colleges, universities, employers, screening agencies, etc. Part of what makes a transcript official is that it is sent directly from the school to the receiving institution.

I need an unofficial copy of my transcript

Unofficial copies contain the same information as official copies but are stamped unofficial. Select this option if you or a family member will be the person receiving the transcript.

*Please note that only the graduate may request a transcript, we cannot accept transcript requests from parents/guardians of graduates.

Name: _____ Year of Graduation: _____
(Include maiden name if applicable.)

Phone: _____ Email Address: _____

Signature: _____

Name of Institution* to Send Transcript: _____

Address of Institution:* _____

*If requesting an unofficial transcript, disregard the word "Institution" and fill in the name and address of the recipient.

City: _____ State: _____ Zip Code: _____

Should this be sent to the attention of a person or department? Indicate here: _____

If the transcript should be faxed rather than mailed, indicate fax #: _____

If the transcript should be emailed rather than mailed or faxed, indicate recipient email: _____

Please allow time for processing. Ensure this form and the \$5.00 transcript fee is turned in to the school at least one week in advance of the date you need your transcript sent. If your transcript has been placed on hold because of lack of credits or financial deficiencies and cannot be sent, someone from the school will notify you.

SHENANGO VALLEY CATHOLIC SCHOOL SYSTEM

Kennedy Catholic High School | 2120 Shenango Valley Freeway • Hermitage, PA 16148

p) 724.346.5531 | f) 724.346.3011 | w) kchs.k12.pa.us