PRINCETON CITY SCHOOLS

Office of the Associate Superintendent
Administration/Student Services

For Office Use Only
_____ Payment Received_____
Fax Mail Processed for Pick Up
Initial_____ Date_____

Princeton City School District
Transcript / Graduation Verification Request
(Please Print)

Date _____

Information Requested by (Name/Company*): _____
*Requests made by other than the Princeton graduate must also include a release of records permission from the person listed below.

Current Name of Student Graduate:_____

Name Used When Attending Princeton City Schools: _____

Contact Phone Number(s): ►business _____
►home_____
►cell _____
►work _____

Student Date of Birth _____**Year of Graduation or Last Year Attended** _____

Information/Transcript for the above named student should be (please check only one):

- o Faxed to: ( )_____Attention: _____
- o Mailed to: (Name) _____
_____
_____
_____
- o Processed for pick up at the Princeton City School District Board of Education Office, 3900 Cottingham Dr. Cincinnati, OH 45241

I authorize Princeton City School District to process the above information regarding my high school transcript or graduation information and to forward it as indicated above.

_____ _____
Printed Name Signature Date

Procedure for Obtaining Transcripts/Graduation Verification

Persons graduating three or more years prior to the current school year and requesting an official copy of their transcript or graduation confirmation from Princeton City School District, Department of Student Services must fill out the upper section of this paper and supply appropriate form(s) from the requesting institution, if applicable. Failure to fill out all necessary information will result in a delay in processing the request for transcript and/or graduation verification. All transcript or graduation verification information will be given by fax, US mail or pick-up. No information will be given via phone lines.

There is a $5.00 fee per transcript/request for all transcript and graduation verification requests.

Requests will be processed within ten (10) business days of receipt of the signed request and $5.00 per transcript (cash, business check or money order, made payable to Princeton City School District) fee. **No personal checks will be accepted**. If insufficient information is received, contact will be made via phone to obtain necessary information.

Questions may be directed to Princeton City School District Office of Student Services 513.864.1035.

The information contained in this form may be confidential and is intended solely for the use of the named addressee. Access, copying or re-use of the form or any information contained herein by any other person is not authorized.