

## Requesting a Transcript or Diploma

To request a transcript or diploma from Northstar Christian Academy, please email [beth.richardson@northstarchristian.info](mailto:beth.richardson@northstarchristian.info) the following information:

- Name 1 (at time of attendance at Northstar)
- Name 2 (used on college or employment application)
- Date of Birth
- Year of Graduation (or withdrawal) from Northstar
- Type of record you are requesting
  - **Official Transcript:** **Can only be sent to a school or work place** and includes all grades and testing scores.
  - **Official Diploma**
- Complete address to send transcript or diploma– include name of Department and contact person it needs to be addressed to
- Your contact information: telephone #, email address

The transcript/diploma will be sent to the address you specify when payment is received and all former financial obligations have been met. Questions about transcripts may be directed to the office at (585) 429-5530.

\$5.00 charge per transcript (cash, check or credit)

\$25.00 charge per diploma (cash, check or credit)