

## Requesting a Transcript/Diploma

To request a transcript from Northstar Christian Academy, please email [andrea.pitcher@northstarchristian.info](mailto:andrea.pitcher@northstarchristian.info) or [marissaboshnack@northstarchristian.info](mailto:marissaboshnack@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/diplomas may be directed to the office at (585) 429-5530.

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

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