

# Upper Perkiomen High School Alumni Transcript Request

If you are an alumni/former student requesting transcripts, we will need the following information:

*The Guidance Office requires 12 school days to process your request.*

Name at the time of graduation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ UPHS Class of: \_\_\_\_\_

Current address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Send official transcripts to (include name & address of school or business):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If an official copy of your transcript is requested, it will be sent directly to the person/company/ college who is requesting it. There is a \$2.00 fee for each copy sent. You may send cash, check or money order to address below. If you want a copy for yourself, it will be unofficial (no signature or seal).

You can email your request to Mrs. Carol Bedford at [cbedford@upsd.org](mailto:cbedford@upsd.org) or fax it to: 215-679-0911 or mail to:

Upper Perkiomen High School

Guidance Office

2 Walt Rd.

Pennsburg, PA 18073