



Domestic Transcript Request

Steps to have transcripts and/or your diploma mailed domestically:

Step 1 – Pay the transcript fee on school pay: <https://www.schoolpay.com/pay/for/Graduation-Postage/Se0TNpO>. Each transcript is \$2.50 including postage. Complete a separate copy of this form for each transcript

Step 2 - Please submit this completed form to Katherine.Condron@ocps.net along with a copy of your school pay receipt.

Step 3: We will mail your transcript for you.

Date: _____

Student Name: _____

Student Number: _____

Personal Email Address: _____

Address where transcript should be mailed:

Student Signature: _____

(To be completed by Windermere High school staff)

Amount of Postage: _____

Postage paid/Date: _____

Date Sent/Sender: _____