



International Mail Request

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

Step 1 - Please submit this completed form to Katherine.Condron@ocps.net.

Step 2 - She will email you the amount of postage fee for you to pay through School Pay.

Step 3 - Please use this link to complete the payment
<https://www.schoolpay.com/pay/for/Graduation-Postage/Se0TNpO>

Step 4: Please forward the paid receipt to Ms. Condron.

Step 5: We will mail your transcript and/or diploma to you.

Date: _____

Student Name: _____

Student Number: _____

Personal Email Address: _____

New Address:

Student Signature: _____

(To be completed by Windermere High school staff)

Amount of Postage: _____

Postage paid/Date: _____

Date Sent/Sender: _____