

CHS TRANSCRIPT AND DUPLICATE DIPLOMA INFORMATION

1. **To Order a CHS Transcript**

Please fill out the attached form and return to:

Transcript Secretary
Cheltenham High School
500 Rices Mill Road
Wyncote, PA 19095
Transcripts can take up to 5 days to process

2. **To Order a CHS Duplicate Diploma**

Please complete the attached form and return to:

Principal's Secretary – CHS
500 Rices Mill Road
Wyncote, PA 19095

A duplicate diploma usually takes **4-6 weeks** to receive back from the diploma company and costs \$50.00. If a prospective employer asks for a copy of your diploma, we strongly urge (because of cost and time) that you check to see if a transcript is sufficient instead.

CHS TRANSCRIPT REQUEST

Please print out and complete this form. See additional instructions below.

Name at Graduation: _____

Year of Graduation: _____

Or, Year of Withdrawal/Transfer: _____

Date of Birth: _____

Official Transcript: _____ Unofficial Transcript: _____

Email address: _____

Phone #: _____

Mailing Address: _____

Please mail or drop off your request to: CHS Transcript Secretary
Cheltenham High School
500 Rices Mill Road
Wyncote, PA 19095

Please include \$2.00 cash or money order with your request. Please let us know if you would like to pick up your transcript (we will call you) or if you would like us to mail it out to you (no charge).

Transcripts can take up to 5 business days to process.

CHS DUPLICATE DIPLOMA REQUEST

Please print out and complete this form. See additional instructions below.

Name at Graduation: _____

Year of Graduation: _____

Email address: _____

Phone #: _____

Mailing Address: _____

Please mail or drop off your request to: CHS c/o Principal's Secretary
Cheltenham High School
500 Rices Mill Road
Wyncote, PA 19095

Please include \$50.00 cash or money order with your request. An email confirmation will be sent to you when the diploma order is sent. Please let us know if you would like to pick up your diploma (we will call and email you) or if you would like us to mail it out to you (no charge).

Diplomas take 4-6 weeks to come back from the printer. If a prospective employer is requesting a copy of your diploma, because of the cost and the time, we strongly urge you to contact them and see if an official transcript will suffice.