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
Wyccote, 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.