

**Ursuline High School Transcript Request**

- You can request your Ursuline High School transcript. Please be aware that only the alumnus may request an official transcript. There are two different ways to request a transcript. You can request a transcript in person, by mail, fax or by completing the Transcript Request Form.

Mailing address: Ursuline High School                      Fax Number: (330) 744-3358  
750 Wick Avenue  
Youngstown, Ohio 44505-2892

- Transcripts to be mailed out can be ordered by mail, fax, or in person. Transcripts will be processed usually in three business days. *The cost is \$5.00. Cash or money order (made payable to Ursuline High School) only.*
- Transcripts may be picked up (with photo ID) at the Ursuline High School Main Office on the second floor. Ask for Mrs. Lisa Yurcho, ext. 111.

**Ursuline High School Transcript Request Form**

Daytime Phone Number (            ) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Maiden Name (if Applicable) \_\_\_\_\_ Class Year \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Send To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Rec'd By: \_\_\_\_\_ on \_\_\_\_\_

Sent By: \_\_\_\_\_ on \_\_\_\_\_