



Villa Angela-St. Joseph High School

18491 Lake Shore Boulevard

Cleveland, Ohio 44119

216-481-8414 ext. 205

www.vasj.com

Transcript Request Form

\$3 FEE PER TRANSCRIPT - CASH or MONEY ORDER ONLY

LAST NAME (at time of graduation)

FIRST NAME

MIDDLE NAME

YEAR OF GRADUATION

PHONE NUMBER

I hereby authorize Villa Angela-St. Joseph High School to release my official transcript to:

SCHOOL/AGENCY NAME

ADDRESS

CITY

STATE

ZIP

Please list any special special instructions here:

SIGNATURE REQUIRED FOR PROCESSING

SIGNATURE (Required)

DATE

PLEASE NOTE:

- Transcripts will not be released if there are any outstanding financial obligations or holds on the student's account
- Completed transcript requests are processed in the order in which they are received.
- Same-day walk-in service is NOT available at this time.
- Debit payments are NOT available at this time.

Mail along with \$3.00 fee per transcript (cash or money order) to:

VASJ High School

18491 Lakeshore Blvd.

Cleveland, OH 44119

Attn: Guidance Secretary

Please allow 7 business days for processing.

OFFICE USE

☐

Cash

☐

Money Order

☐

Date Mailed