



Transcript/Letter of Graduation Request Form

Please fill out the form and include which request(s) you would like and include the exact address to which the Transcript/Letter of Graduation should be sent. Send \$5.00 per Transcript/Letter of Graduation requested for payment along with the completed form to the following address:

Upper Darby High School, 601 N. Lansdowne Ave, Drexel Hill, PA 19026, Attn: Transcript Request Office

All recent graduates have a one-year period to receive a free transcript (e.g. June 2019 graduates have until June 2020 to receive a free transcript.)

First Name: _____ MI: _____ Last Name: _____

Maiden name or Last name while attending UDHS: _____

Date of Birth: _____

Year of graduation: _____ or Withdrawal date: _____

Contact Information (phone/email): _____

Check the box of the request you need. (You may check more than one box.)

- ☐ Official Transcript (with UD seal) - Will only be mailed to schools/colleges/universities
- ☐ Unofficial Transcript (without UD seal) - Mailed to home address
- ☐ Letter of Graduation - For those who have misplaced or lost their diploma

Send Transcript/Letter to this address:

Signature: _____ Date: _____

This process will take two to three business days to complete. For any questions please call the Guidance Office between the hours of 7:30 a.m. and 3:00 p.m. at 610-622-7000 ext 2307.

**To submit via email please send
completed form to
transcriptrequests@upperdarbysd.org**