

# CUMBERLAND VALLEY HIGH SCHOOL AND ACHIEVE ADULT DIPLOMA PROGRAM

Cumberland Valley High School - Guidance Office - 6746 Carlisle Pike - Mechanicsburg, PA 17050

For information: 717-506-3627

## TRANSCRIPT REQUEST INFORMATION

1. At the time of graduation, graduates receive one (1) diploma as a result of graduating from CVHS. No copies of CVHS diplomas will be provided.
2. If your diploma has been lost, stolen or misplaced, and verification of graduation is required, the official high school transcript is the only documentation available. Please follow the directions below for requesting a high school transcript.
3. All official transcripts will be mailed directly from the Cumberland Valley High School Guidance Office.
4. Transcripts will be issued only at the signed request of the student concerned with exceptions noted below, in accordance with the Family Educational Rights and Privacy Act (FERPA).
5. Requests for transcripts will be processed within 5-7 business days of receiving a completed *CVHS/AADP Transcript Request Form* (link is on web site).
6. No phone requests for official transcripts will be honored. Phone requests for a verbal verification of graduation date only will be allowed.

Requests may be made in the following manner:

1. Download the ***CVHS/AADP Transcript Request Form***; sign and complete the form legibly and in its entirety and mail with payment (cash, cashier's check or money order) to: Cumberland Valley High School, Guidance Office, 6746 Carlisle Pike, Mechanicsburg, PA 17050. Or,
2. Visit the CVHS Guidance Office at the above address. Be prepared to provide identification, the completed *CVHS/AADP CVHS Transcript Request Form*, and payment (cash, cashier's check or money order). The form must be signed and payment must be in cash or a money order.

Requests for transcripts made by individuals other than the former student:

- A child who has not reached the legal age (18 years) must have the parent's signature or signature of a legal guardian and a certified copy of a court order naming such legal guardian must be furnished before the transcript request will be processed.
- If the transcript request is signed by someone other than the former student that has reached legal age, a signed release form from the former student must be attached to the *CVHS/AADP Transcript Request Form*. The release must designate a person authorized to sign specifically for release of records.
- In the case of a deceased or mentally challenged person, an authorized signature release must be obtained from a (1) blood relative; (2) surviving spouse; (3) administrator, executor of the estate or beneficiary by will or insurance and accompany the *CVHS/AADP Transcript Request Form*. In all cases, a certified court order naming such legal representative must be furnished before the transcript request will be processed.