



Transcript Release Form

The Mount Notre Dame (MND) Transcript is the official student record provided to other academic institutions, scholarship services and/or other agencies upon written request of an alumna/former student. The MND Transcript is our official, formatted document that is standardized for all MND students.

The components of the current MND Transcript include*:

- Student's address and phone number, parents' names, and date of birth.
- A list of courses taken at MND, the earned final grades and the earned credit. (Counted in GPA)
- A list of transfer courses, the earned final grades and the earned credit. (Not counted in GPA)
- A list of approved courses taken outside of MND but after the first day of school at MND, the earned final grades and the earned credit. (Count in GPA)
- Recovery credit is listed on the MND transcript, but the grade is not calculated in the MND GPA.
- Cumulative unweighted and weighted GPA and total credits earned.

*Transcripts prior to the Class of 2019 will have additional information per the policy of that time period.

An official transcript has the Principal's signature and school seal. An official transcript is sent directly to the institution. An unofficial transcript can be given directly to the student.

By signing below, I authorize Mount Notre Dame to send my transcript to the designated institution. I understand that transcript will not be sent if tuition, fees, fines or other obligations are outstanding and have not been paid.

Signature: _____		Date: _____	
_____	_____	_____	_____
First Name	Maiden Name	Last Name	
Year of Grad. _____	Non-Grad. Years of Attendance: _____		
Date of Birth: _____	<input type="checkbox"/> Official Transcript	<input type="checkbox"/> Unofficial Transcript	
Name of Institution: _____			
Attn: _____			
Address: _____			
