

Sending High School Transcripts:

If you would like your high school transcript sent to a college, agency, etc., please follow the steps below:

- 1) Contact Mrs. Windhausen in the guidance office, either by phone 315 683-5460, or email lwindhausen@fabiuspompey.org .
- 2) Please provide your full name, year of graduation, and the full address of where you would like your documents sent.
- 3) Please provide a phone number at which you can be reached, in the event that the guidance office needs to contact you about your request.

****Records which are at least 10 years old are stored in a separate location, and can take several days to receive. Please allow for this processing time.**