

# ***CORTLAND HIGH SCHOOL TRANSCRIPT REQUEST***

To request a copy of your transcript, contact Patricia Votra in the High School Counseling Office.

Phone: 607-758-4118  
Fax: 607-758-4193  
Email: [pvotra@cortlandschools.org](mailto:pvotra@cortlandschools.org)  
Mail: Cortland High School  
Patricia Votra  
8 Valley View Drive  
Cortland, NY 13045

Please include the following information:

- Your first name, middle initial, last name (maiden name if applicable)
- Your phone number
- Your date of birth
- The year you graduated (or withdrawal date if you did not graduate)
- Name and address of the institution or employer requesting your transcript
- Specify if you need an official or unofficial transcript

**Official Transcripts** are signed by a school official and have the school seal. These will be in a sealed envelope only to be opened by the institution or employer requesting them. These will be mailed to the recipient or directly to the persons to whom they belong.

**Unofficial Transcripts** are for viewing purposes only. They will not have the school seal. These can be faxed, mailed, or picked up in our office.