



NOTRE DAME ACADEMY *Educating Women to Make a Difference*

## **Alumni Transcript Requests**

**Any Notre Dame Alumni needing an Official NDA Transcript,  
please following these directions:**

Email Mrs. Janice Schmidt, *Records Coordinator*, at <mailto:schmidtj@ndapandas.org>. You must include the following in your email to Mrs. Schmidt:

- **Your Full Name (including maiden name if applicable)**
- **Year you graduated from NDA**
- **Date of Birth**
- **The full name and address of the place you need the transcript sent**

There is a \$3.00 processing fee for each transcript sent. This can be paid with cash or check. Checks need to be made payable to NDA. Please send this fee to the school and be sure to make it to the attention of Mrs. Janice Schmidt. See below:

*Send to:*  
**Notre Dame Academy  
1699 Hilton Drive  
Park Hills, KY 41011  
Attn: Mrs. Janice Schmidt**

**If you have questions:**

Contact Mrs. Schmidt at 859-292-1831 or [schmidtj@ndapandas.org](mailto:schmidtj@ndapandas.org)



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