



VERNON TOWNSHIP HIGH SCHOOL  
P.O. Box 800/1832 Route 565, Vernon, NJ 07462

Phone: 973-764-2960 Fax: 973-764-2961 Web: [www.vtsd.com](http://www.vtsd.com)

Lindsay LeDuc Young  
Principal  
[lleduc@vtsd.com](mailto:lleduc@vtsd.com)

Nicholas M. Demsak  
Assistant Principal  
[ndemsak@vtsd.com](mailto:ndemsak@vtsd.com)

Kristin Gudenkauf  
Assistant Principal  
[kgudenkauf@vtsd.com](mailto:kgudenkauf@vtsd.com)

## VERNON TOWNSHIP HIGH SCHOOL TRANSCRIPT REQUESTS

A student's high school transcript is the record of the student's academic achievements while enrolled in Grades 9-12. It is a record of each course taken during the student's high school years, the grade received for each of those courses, and the credits earned. In addition, the student's grade point average (GPA) and class rank is also included.

Please note the difference between Official and Unofficial Transcripts:

- OFFICIAL TRANSCRIPTS are sent electronically to a college or are mailed in a sealed, stamped envelope. Official, sealed transcripts can be given directly to the student, however, the envelope cannot be opened if you are hand-delivering it to a college, university, employer, etc.
- UNOFFICIAL TRANSCRIPTS may be printed or given directly to students but will generally not be accepted by colleges or employers as they are not secured in a sealed envelope.

**Current students** of Vernon Township High School must request a transcript directly from their school counselor.

**Alumni students** of Vernon Township High School must request their transcript by completing the [VTHS Transcript Request Form](#) and emailing Ms. Jennifer Kimkowski at [jkimkowski@vtsd.com](mailto:jkimkowski@vtsd.com). If you attended but did not graduate from VTHS, please indicate the years and the grade levels you attended. Please indicate your former name (if applicable).

Please note that transcripts should be requested by the student. Should the current student or alumni have any questions, please contact Ms. Jennifer Kimkowski at [jkimkowski@vtsd.com](mailto:jkimkowski@vtsd.com) or (973) 764-5795. Please note that transcript requested may take up to 10 school days to be processed.

Transcripts are free of charge.