

Transcript Request Process:

To obtain a transcript from Pennfield Schools you will need to submit in writing:

- your full name (maiden name if applicable)
- year of graduation
- \$2.00
- Address where the transcript should be mailed

Send this information to:

Debby Abbott
8299 Pennfield Road
Battle Creek, MI 49017
abbottd@pennfield.net
Fax - 269- 441-1274
Phone - 269-961-9771

Note: 1957 to 1978 is on microfiche and that takes about a week to process.

Otherwise, processing should only be a 1 to 2 day turn around.