

Transcript Request Form

FORMER STUDENTS

Chesterton High School
 2125 South 11th Street, Chesterton, Indiana 46304
 Phone: 219-983-3730 | Fax: 219-983-3775

A MINIMUM OF 3 DAYS NOTICE IS NECESSARY FOR ALL REQUESTS

<p><u>PLEASE PRINT</u></p> <p>Today's Date: _____</p> <p>Name: _____ <small>*Include name when you attended CHS, if different</small></p> <p>Birth Date: _____</p> <p>Email Address: _____</p> <p>Phone Number: _____</p> <p><u>PLEASE PRINT YEAR OF GRADUATION/WITHDRAWAL</u> _____ Year of Graduation OR _____ Year Withdrawn</p> <p><u>WHAT DO YOU NEED?</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">___ Official Transcript (\$4.00)</td> <td style="width: 20%; text-align: right;">Qty.</td> </tr> <tr> <td>___ Unofficial Transcript - <i>for personal use</i> (\$4.00)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>___ Copy of Diploma (\$6.00)</td> <td></td> </tr> </table>	___ Official Transcript (\$4.00)	Qty.	___ Unofficial Transcript - <i>for personal use</i> (\$4.00)	_____	___ Copy of Diploma (\$6.00)		<p>Do we need to mail the transcript for you? ___ Yes ___ No</p> <p>*If Yes, please write address below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*If No, who is picking up the transcript?</p> <p>_____</p> <p style="text-align: center;"><i>Transcripts can be picked up at the Access Desk. ID is required at pick up.</i></p>
___ Official Transcript (\$4.00)	Qty.						
___ Unofficial Transcript - <i>for personal use</i> (\$4.00)	_____						
___ Copy of Diploma (\$6.00)							

PLEASE NOTE

- This form is to be attached with each request and turned into the Registrar.
- **ONLY COMPLETED FORMS WITH THE \$4.00 OR \$6.00 FEE WILL BE PROCESSED.**
- During the summer, transcript requests are processed once a week. Submit form and fee to the main office for processing with the Registrar.

Under the Family Educational Rights and Privacy Act, we are required to obtain your written permission in order to forward a transcript to other schools, colleges, universities, organizations, or prospective employers. The Chesterton High School transcript contains a student's Grades, GPA, Rank, Honor Roll, Immunizations and ISTEP scores. Additionally, some student transcripts may contain PSAT, SAT and ACT scores.

I affirm that I am the above named student. In compliance with the Family Education Rights and Privacy Act of 1974 (as amended), I hereby give my written consent and do therefore authorize Chesterton High School to release my student records as noted.

Date: _____ **Signature:** _____

OFFICE USE ONLY

<i>Initials</i>		<i>Date</i>
_____	Request Rec'd	_____
_____	Completed	_____
_____	Picked-up	_____
Paid: _____ Cash		
_____ Check # _____		