

RICH SOUTH HIGH SCHOOL

5000 SAUK TRAIL ● RICHTON PARK, ILLINOIS 60471
TELEPHONE 708-679-3000 ● FAX 708-679-3168

Transcript Request Form

Date of Request _____ Phone Number _____

Student's Name _____ ID# _____

Name at time of Graduation/Maiden Name _____

Date of Birth _____ Date of Graduation _____

Social Security No. _____ Will Pick Up in 48 Hours _____

Type of Transcript Requested Official Unofficial Quantity _____

Mail Transcript to: _____

FAX to: _____

@ _____ attn: _____

Student's Signature _____ Date _____

**Students who are under 18 must obtain their Parent's/Guardian's Signature:*

Parent Signature _____ Date _____

Note: There is a \$3.00 charge per transcript for former students. We accept cash or money order only.

*Money orders should be made payable to Rich South High School. Payments and requests should be mailed to: **Rich South High School**
5000 Sauk Trail Richton Park, IL 60471
Attn: Guidance Department*

OFFICE USE ONLY

Date Received: _____

Amt. Payment Received: _____

Mailed/Faxed: _____

Payment Type Received : cash money order

Date Issued to Student: _____

Outstanding Fees Yes No

If yes outstanding amount _____

ACT & ACT/PSAE SCORES RELEASE

District 227 policy as printed in the Rich South handbook states:

“Unless written notification to student’s counselor has been made, ACT test scores will appear on the student’s transcript.”

State guidelines not a part of District 227 policy:

State guidelines require a signed release from a student’s parent if the student desires the ACT test score from the Prairie State Achievement Exam to appear on his/her transcript.

Therefore, I request that the ACT score from the Prairie State Achievement Exam be printed on the transcript of individual whose name I have printed below.

_____ (PRINT Student’s Name Clearly)

The individual signing permission for this release is either the student if he/she is 18 years of age or older, or the parent/ legal guardian of the student named above.

Signed: _____ Date: _____

It is understood that the recipient of these scores may require an official document released from the ACT Corporation. The forms necessary to notify the ACT Corporation are available in the Guidance Office.