



# RICH SOUTH HIGH SCHOOL

REGISTRAR'S OFFICE

5000 SAUK TRAIL • RICHTON PARK, ILLINOIS 60471

TELEPHONE 708-679-3098 • FAX 708-679-3203



## Alumnus Transcript Request Form

Per Illinois Board of Education Law 105ILCS 10/2, once a student reaches the age of 18, enters military service, gets married, or graduates from high school, he/she is the **ONLY** person who can request his/her transcript.

There is a \$5.00 processing fee per transcript. We accept cash or money orders only. Money orders should be made payable to Rich South High School. A copy of a valid photo id (driver's license, state id or passport) is required with all requests.

Requests may be dropped off and picked up in the Guidance Office Monday - Friday or mail the completed form, payment and photocopy of your id to:

**Rich South High School  
Attn: Registrar's Office  
5000 Sauk Trail  
Richton Park, IL 60471**

**Date of Request:** \_\_\_/\_\_\_/\_\_\_

**Phone Number:** \_\_\_\_\_

**Name while in attendance:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_

**Year last attended/graduated:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Type of Transcript/Quantity:** Official/\_\_\_\_ Unofficial/\_\_\_\_\_

**Mail Transcript to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAX to (College or Organization name)** \_\_\_\_\_

**FAX#:** \_\_\_\_\_

**Attn:** \_\_\_\_\_

**Pick Up by:**  Self (sign/date below)  Other (sign/date & complete **Third Party Authorization** section below)

\_\_\_\_\_  
(Alumnus' Signature)

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

### Third Party Authorization

I, \_\_\_\_\_ authorize Rich South High School to release my  
sealed transcript to \_\_\_\_\_ upon presentation of his/her valid photo ID.  
(name)

### OFFICE USE ONLY

Processed by: \_\_\_\_\_

Received on: \_\_\_\_\_

Mailed on: \_\_\_\_\_

Faxed on: \_\_\_\_\_

Issued on: \_\_\_\_\_

ID#: \_\_\_\_\_

Amt Payment Received: \$\_\_\_\_\_

Payment Type Received:  cash  money order

Outstanding Fees:  No  Yes Amount \$\_\_\_\_\_