



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

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

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

**Social Security # (last 4 digits):** xxx/xx/\_\_\_\_\_

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

**Type of Transcript & Quantity:** Official/ \_\_\_\_\_  
(quantity)

Unofficial/ \_\_\_\_\_  
(quantity)

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

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

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

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

 **Pick Up by:**  Self \_\_\_\_\_  
(Alumnus' Signature) (Date)

Other (if Other, Alumnus must complete **Third Party Authorization** section below)

I, \_\_\_\_\_  
(Alumnus' Name) authorize Rich South High School to release my sealed

transcript to \_\_\_\_\_  
(Name) upon presentation of his/her valid photo ID.

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

### OFFICE USE ONLY

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

Driver's License \_\_\_\_\_ State ID \_\_\_\_\_ Other \_\_\_\_\_

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

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

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

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

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

Payment Type Received:  cash  money order

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

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