

# TRANSCRIPT REQUEST

Date: \_\_\_\_\_

Name on transcript: \_\_\_\_\_

Current name: \_\_\_\_\_

Year graduated or last attended: \_\_\_\_\_

Date of birth: \_\_\_\_\_

All transcripts issued to students are considered *unofficial* . Please provide the mailing address of any college or other agency that requires an official transcript and it will be mailed directly.

College/Agency name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

I authorize Sterling High School to release the transcript of my grades:

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Request can be mailed, emailed or faxed to:

Joyce Howze, Registrar

Sterling High School

1608 - 4th Ave

Sterling, IL 61081

[jhowze@sps5.org](mailto:jhowze@sps5.org)

(815) 622-4157 fax

Office use only: \_\_\_\_\_