

Staunton High School

Transcript Request Form

801 N. Deneen St.

Staunton, IL 62088

618-635-3838

- No ACT scores can be sent until the release form is on file. This is the form that you should have filled out at registration.
- I will try to get transcripts mailed the day the request is turned in. But, be reasonable about your request. Please give me a few days notice prior to when the transcript is due.

Date submitted: _____

Student Name: _____

Transcript request for: _____ College Application _____ Scholarship _____ Other

College/University/Name: _____

Application Deadline: _____

I have applied: _____ On-Line _____ Paper Application

Student Signature: _____

Do you need ACT scores attached to your transcript? _____ yes _____ no

Please include any special instructions in the space below: