



Alumni Transcript Request

1. Official transcripts can be sent only to institutions. Individuals may obtain unofficial transcript copies.
2. Complete one Alumni Transcript Request Form (below) for each application. Then print it out and mail it with your fee(#3) to:
Mary Stephany, Registrar,
Guerin College Preparatory High School
8001 West Belmont Avenue
River Grove, Illinois 60171
3. A \$5 fee is required for each transcript request. (Requests will not be processed without the appropriate fee.)
4. If test scores have not been requested as a part of the transcript, it is the responsibility of the alumnus to have ACT/SAT sent directly from the agency. AP test scores are not retained by the school.

Alumni Request Form

School MTG HC GP

Name _____ Maiden _____

Graduation Date _____ Date of Birth _____

Address _____

City, State, Zip Code _____

Phone _____ Email _____

Name of University/College/Business where transcript is to be sent:

Attention (name): _____

City, State, Zip Code _____

Signature _____ Date _____

OFFICE USE:

Date received _____ Date Processed _____ Paid _____ Mailed/Picked Up/Faxed _____