

**Records Request
Sycamore High School**

There is a \$2 charge for each transcript or official document requested below, payment must be made at time of request.

Payment can only be made in the form of cash, money order, cashiers check.
Fill out the form below to request records from Sycamore High School (SHS). Please allow 3-5 days for records to be sent, except during summer when business hours vary. SHS reserves the right to extend this time limit when necessary.

PERSONAL INFORMATION

First Name	Last Name	MI	Maiden Name	
Street Address	Apt. #	City	State	Zip
Date of Birth	Home/Cell Ph. #		Work Ph. #	
YEAR OF GRADUATION/LAST DATE OF ATTENDANCE: _____				

RECORDS

Which records are you requesting? (check all that apply)

- Transcript
- Shot Records
- IEP
- Other: _____

How would you like to receive/send your records?

- Mail to (provide name and address if different from above):**

First Name	Last Name	MI		
Street Address	Apt. #	City	State	Zip

- Mail to school(s):**

School #1: _____
Name of School

More information is on the back →

Street Address City State Zip

School #2: _____
Name of School

Street Address City State Zip

School #3: _____
Name of School

Street Address City State Zip

Fax to: _____
Attn: Fax # Phone #

Pick-up at SHS. Please allow 3-5 days until pick-up (with the exception of summer hours).

Person Picking up Records Date Approximate Time

ADDITIONAL INSTRUCTIONS

If you have any special instructions, please provide them below (ex: mail in sealed envelope, include another document, include certain test scores...etc.)

SIGNATURES

By signing below, you consent to your records being released by SHS.

Student Signature Date

Signature of personnel releasing records Date records released

Senior Students will not be charged for transcripts up to three copies and an additional copy of their final transcript which will be sent to the college they choose to attend. There will be a \$2 charge for each additional transcript or record requested above those four copies.