

PERSONAL RECORD REQUEST FORM

I request that the following record(s) be sent to the following college/scholarship committee/employer/self: (check all that apply)

Note: Any record that is sent to one's self is considered unofficial and will be marked accordingly.

_____ Transcript (____ Official or ____ Unofficial)
_____ Health Record
_____ Birth Certificate
_____ IEP
_____ Psychological Report

College/Scholarship Committee/Employer/Self: _____

Address: _____

Fax #: _____

Signature: _____

Printed Name: _____
(Be sure to include maiden name if applicable.)

Phone # (for contact purposes if we need to contact you): _____

Year of Graduation: _____
(If you did not graduate, include the year you would have graduated.)

School Attended: _____
(Necessary only if graduation date is 1985 or earlier.)

Today's Date: _____

(For Office Use Only)

Date Record Sent: _____ By: _____

In order to be considered official, transcripts need to be mailed directly to the school/place of employment/scholarship committee, etc. Any transcript sent to the person requesting the transcript will be considered unofficial.

After completing this form, it may be returned in one of the following ways: by fax (high school fax # is 815-692-2438), by mail (Prairie Central High School, Attn: Guidance, 411 N. Seventh Street, Fairbury, IL 61739, or by email (bwebster@prairiecentral.org).

There is a 10-working day turnaround time on all personal record requests.

If you have any further questions regarding this process, you may contact a Guidance Office staff member at 815-692-2355.