



Tony Sanders, Chief Executive Officer

School District U-46
Educational Services Center
355 E. Chicago Street, Elgin, IL 60120-6543
Tel: 847.888.5000 x5007
Fax: 847.608.4173

U-46.org

Only requests for the 2019 & 2020 graduation years can be satisfied by the school. Graduates prior to 2019 must request transcripts/records from District Records at 355 E. Chicago St. Elgin, IL 60120

NOTE: (105 ILCS 10/)Illinois School Student Records Act:

(g) "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record (source: P.A. 92-295, eff. 1-1-02)

Student's Name _____ Today's Date _____

Date's Attended/Year Graduated _____ Birthdate _____

REQUEST THE FOLLOWING RECORDS: # of copies _____

\$3.00 each (5 Business Days) \$10.00 each (24-Hour Processing) Total Collected \$ _____

_____ CERTIFIED OFFICIAL TRANSCRIPT (sealed envelope) SAT scores printed on the transcript

_____ UNOFFICIAL TRANSCRIPT, SAT scores are NOT printed on the transcript

_____ DREAM ACT DOCUMENTS, Records from attended U-46 schools ONLY

_____ IMMUNIZATION RECORDS ONLY

_____ I WILL PICK UP MY RECORDS

I authorize my high school to mail my transcript/immunization/dream act information to:

Name/Institution/Agency _____

Address _____

City _____ State _____ Zip _____

Attention to: _____

STUDENT'S SIGNATURE

DATE

There is a charge for each copy of transcript/immunization/dream act records. A copy of your Driver's License or State ID is required with the request. *Requests will not be processed without all required documents/fees. Faxed or emailed copies are not accepted. (Only cash, cashier's check, money orders, personal check, NO CREDIT CARDS)

PLEASE MAIL REQUEST, ID & PAYMENT TO: add school address