



REQUEST FOR TRANSCRIPT / IMMUNIZATION RECORD / DREAM ACT
BARTLETT HIGH SCHOOL
SCHOOL DISTRICT U-46

****CURRENT ACTIVE BHS STUDENTS WILL WORK THROUGH THEIR GUIDANCE COUNSELOR FOR TRANSCRIPTS AND SHOULD NOT USE THIS FORM

READ CAREFULLY

	TODAY'S DATE
PRINT STUDENT NAME	BIRTHDATE
DATES ATTENDED/GRADUATED	YOUR PHONE NUMBER

Only requests for 2018 & 2019 graduation year can be satisfied by BHS
Graduates prior to 2018 must request transcripts/records from District Records at 355 E. Chicago St. Elgin, IL 60120

I AM REQUESTING THE FOLLOWING RECORDS:

of copies

- _____ CERTIFIED OFFICIAL TRANSCRIPT (sealed envelope) ACT scores are NOT printed on transcript
- _____ UNOFFICIAL TRANSCRIPT ACT scores are NOT printed on transcript
- _____ DREAM ACT DOCUMENTS Records from attended U-46 schools ONLY
- _____ IMMUNIZATION RECORDS ONLY
- _____ I WILL PICKUP MY RECORDS

I authorize Bartlett High School to mail my transcript/immunization/dream act information to:

Name/Institution/Agency _____
 Address _____
 City _____ State _____ Zip _____
 Attention to: _____

STUDENT'S SIGNATURE	DATE
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There is a \$3.00 charge for each copy of transcript/immunization/dream act records. **A copy of your Driver's License or State ID is required with a request.** ***Requests will not be processed without all required documents/fees.** It takes 5 school days to process all requests from the date the request is **received** by the registrar. Express 24 hour processing is available for an additional fee of \$7.00 (for a total of \$10.00). **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:
BARTLETT HIGH SCHOOL, REGISTRAR'S OFFICE, 701 SCHICK ROAD, BARTLETT, IL 60103
Ph: 630.372.4700 x4633

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.)

OFFICE USE ONLY

_____ / _____ (Date records were received / processed)	_____ (Payment)
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