

## **CURRENT SCHS STUDENTS**

There is **NO** charge for current student transcripts. Students, please visit the Career Center for a Transcript Request/College Application Checklist.

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## **SPRINGFIELD CATHOLIC GRADUATES**

Transcripts will not be processed and mailed until payment\* is received.  
Transcripts will be processed and mailed within one week of receipt of your request.

***Please mail your written request and payment to:***

*SCHS, Attn: Registrar, 2340 S. Eastgate, Springfield, MO 65809*

## **TRANSCRIPT REQUEST FORM**

Full Name \_\_\_\_\_ Maiden name (if applicable) \_\_\_\_\_

Date of birth \_\_\_\_\_

Year of graduation \_\_\_\_\_

Your daytime telephone # \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Send Official Transcript to:***

Name of School or Business \_\_\_\_\_

Person or Office \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Phone, Fax, and e-mail requests are not accepted.**

**\*PROCESSING FEE:**

**\$2.00 PER COPY.**

**Cash or check made payable to SCHS. Sorry, no credit cards accepted.**