

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
- 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: _____

ALL PERSONAL RECORD REQUESTS MUST BE IN WRITING WITH A SIGNATURE INCLUDED WITH THE REQUEST. THIS PROCESS MAY BE DONE BY FAXING/MAILING THE ABOVE PERSONAL RECORD REQUEST FORM OR BY FAXING/MAILING A LETTER WHICH INCLUDES THE FOLLOWING INFORMATION: 1.) NAME AT TIME OF GRADUATION (MAIDEN NAME IF APPLICABLE), 2.) YEAR OF GRADUATION (OR THE YEAR YOUR CLASS WOULD HAVE GRADUATED), 3.) WHERE THE PERSONAL RECORD (SEE LIST ABOVE) NEEDS TO BE SENT (PLEASE INCLUDE AN ADDRESS), AND 4.) A SIGNATURE. 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 UNOFFICIAL. THE FAX NUMBER TO THE GUIDANCE OFFICE IS 815-692-3855 AND THE MAILING ADDRESS IS PRAIRIE CENTRAL HIGH SCHOOL, ATTN: GUIDANCE OFFICE, 411 N. SEVENTH ST., FAIRBURY, IL 61739. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE GUIDANCE OFFICE AT 815-692-2355.