

Kishwaukee College  
21193 Malta Rd  
Malta, IL 60150

# TRANSCRIPT REQUEST— High School

PLEASE USE INK PEN TO COMPLETE:

STUDENT'S NAME: \_\_\_\_\_  
(Last) (First) (Middle) (Former)

STUDENT ID# \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ NO. OF COPIES REQUESTED: \_\_\_\_\_ 1 \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHOOSE ONE- SEND TRANSCRIPT:  NOW  SEND TRANSCRIPTS AFTER GRADES SEMESTER 2024-25\_ Summer  
Fall  
Spring

MAIL TO (Please include complete mailing address):

\_\_\_\_\_ HIGH SCHOOL  
\_\_\_\_\_  
\_\_\_\_\_

**ALL FINANCIAL OBLIGATIONS TO  
KISHWAUKEE COLLEGE MUST BE  
SATISFIED BEFORE TRANSCRIPTS MAY  
BE PROCESSED.**

STUDENT NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT TELEPHONE: \_\_\_\_\_

_____ HIGH SCHOOL NO CHARGE
INITIALS _____
DATE MAILED _____
COMMENTS _____

**I AUTHORIZE KISHWAUKEE COLLEGE TO MAKE ANY NECESSARY CHANGES TO UPDATE MY STUDENT RECORDS**

**Note:** Transcripts are issued as official documents in sealed envelopes. However, this does not guarantee that another college, university, or employer will accept hand-carried transcripts as an official document. Many institutions insist that a transcript be mailed by the issuing college directly to the receiving institution in order for the transcript to be treated as an official document.