



SCHAUMBURG CHRISTIAN SCHOOL

# Transcript Request Form

200 North Roselle Road  
Schaumburg, IL 60194  
Phone: 847-885-3230  
Fax: 847-885-3354  
www.schaumburgchristian.com

There is a 48-hour processing period for transcript requests. At the beginning or end of semester, please allow one week. For transcripts to be mailed overseas, please allow three weeks. Any special request for handling may incur a processing fee.

### Please Complete All Information:

Name \_\_\_\_\_  
First Middle Last (Maiden Name)

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### Check All Applicable Items:

- Official Transcript (addressed to an institution, employer, or agency) \* see below
- Unofficial Transcript (personal copy)

In what year were you last enrolled at SCS? \_\_\_\_\_

What is your current home address? \_\_\_\_\_  
\_\_\_\_\_

Name and address of recipient of transcript (institution, employer, or agency): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

While it is the policy of Schaumburg Christian School to provide free transcripts, we reserve the right to charge for large quantities or for unusually frequent requests. For personal use, one free copy of an unofficial transcript can be provided. Additional copies may be photocopied by you as needed.

\_\_\_\_\_  
Student or Parent Signature Date

Requests for transcripts may be delivered to the school office, mailed, or faxed.

Mailing Address: Schaumburg Christian School Attn: School Secretary  
200 N Roselle Rd  
Schaumburg, IL 60194  
Fax: (847) 885-3354