



# RECORDS REQUEST FORM

## Current Freshmen, Sophomores & Juniors

**Seniors requesting transcripts for colleges/universities must use PHSC form**

**Student's Full Name:** \_\_\_\_\_  
*Last* *First*

**Date of Birth:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Please Specify Type of Record - <i>no charge for freshmen, sophomores &amp; juniors</i>	Pick up	Mail	Quantity
Official Transcript Sealed			
Unofficial Transcript			
Copy of Most Recent Report Card			
Active Enrollment/Good Standing Letter			
Standardized Test Scores			
Special Education File ( <i>please contact Special Ed Office at 847-784-6811</i> )			
Health/Immunization ( <i>please contact Health Services at 847-784-2110</i> )			

**OFFICIAL TRANSCRIPTS** - *Carry school seal and cannot be opened by anyone other than school or business*

**Please list name and address of the school or organization where you would like your records sent:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OR **FAX TO:** \_\_\_\_\_

**EMAIL TO:** \_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_  
**Student Signature** - if student is 18 years old

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**Parent Signature** - if student is under 18 years old

\_\_\_\_\_  
 Date

New Trier High School – Registrar 385 Winnetka Ave, Winnetka, IL 60093 Ph: 847-784-2213      Fx: 847-784-2094 E: registrar@nth.net	<b>OFFICE USE</b> Received _____ Pick Up/Sent _____ Entered _____
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