



REGIS HIGH SCHOOL

DEO ET PATRIAE PIETAS CHRISTIANA EREXIT

Transcript Request Form

For Alumni or Non-enrolled Students

PROCEDURE:

1. There are two types of transcripts. Please check which type you are requesting.

_____ A. **OFFICIAL TRANSCRIPT:** Bears the official raised seal of the school and mailed directly from Regis High School to the institution or business. Faxed transcripts are **not** official because the raised seal does not transmit in a fax. **Official transcripts are generally not given directly to the student or alumnus.** However, in exceptional cases, the transcript will be given to the requesting party in a sealed envelope with a signature or stamp across the back flap.

_____ B. **UNOFFICIAL TRANSCRIPT:** Does not bear the official seal or a signature from a school official. Meant for the alumnus' or former student's personal or general use.

2. Return this form to the Main Office, Att. Transcripts, along with \$5.00 per transcript requested.

3. Allow 2 to 3 days for processing from the time of receipt.

PERSONAL INFORMATION: (PRINT ALL INFORMATION)

Name: _____ Year of Graduation: _____

Complete Address: _____

Date of Birth: _____ Phone #: _____

E-mail address: _____

Is this address different from your address at graduation?
(Check one) YES NO

PRINT in the area below the exact name and complete address of the institution to which the Official Transcript should be sent. Additional addresses may be included on the reverse side.

Date Submitted: _____ Signature: _____

A signature is required as authorization for Regis High School to release your records.

For Office Use Only: Date Received by RHS: _____ Date Processed: _____ By (initials) _____

Official: _____ Unofficial: _____ Received: \$ _____ (Check _____ Cash _____)