



# 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 | Email |
|--|---------|------|-------|
| <b>Official Sealed Transcript</b>  |         |      |       |
| Other:   |         |      |       |
| Standardized Test Scores<br><i>Log into your College Board student account to obtain scores; AP or SAT<br/>Log into <a href="http://actstudent.org">actstudent.org</a> to obtain your ACT scores</i> |         |      |       |
| Special Education File<br><i>Please contact Special Ed Office at 847-784-6811</i>  |         |      |       |
| Health/Immunization<br><i>Please contact Health Services at 847-784-2110</i>   |         |      |       |

**OFFICIAL TRANSCRIPTS are sealed by the Registrar 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 **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 Room 215<br>385 Winnetka Ave, Winnetka, IL 60093<br>Ph: 847-784-2213      Fx: 847-784-2094<br>E: registrar@nth.net | OFFICE USE<br>Received _____<br><br>Pick Up/Sent _____ |
|--|--|