



**INDIAN PRAIRIE SCHOOL DISTRICT #204
REQUEST FOR OFFICIAL TRANSCRIPT**

Student Name: _____ ID# _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Date of Birth: _____ Year of Graduation: _____

Official transcripts of academic records are released only by signed written request. Students currently enrolled at Waubonsie Valley High School, Neuqua Valley High School or Metea Valley High School will not be charged a transcript fee. No official transcript will be released directly to the person making the request. If you request this, an unofficial transcript may be provided. If you have already graduated, a \$5.00 fee is charged per transcript requested. Payment to the respective school must be received before release of transcript will be made. The receiving party will not consider any transcript that is faxed official. ACT and SAT scores will not appear on transcripts. Test scores must be requested directly from the testing company.

I approve release of my transcript.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____
(Parent signature is required only if student is under 18 years of age)

All rights and privileges held by the parent with respect to accessing student records become exclusively those of the student on the student's eighteenth birthday, or emancipation of the student, or graduation from high school, or marriage, or entry into the military. Illinois School Code: 105ILSC 10/2(g)

Please mail transcript to:

Name of Institution: _____

Address: _____

Transcript Request
Waubonsie Valley
High School
2590 Ogden Ave.
Aurora, IL 60504
630-375-3300

Transcript Request
Metea Valley
High School
1801 N. Eola Rd.
Aurora, IL 60502
630-375-5900

Transcript Request
Neuqua Valley
High School
2360 95th Street
Naperville, IL 60564
630-428-6000