

Transcripts

CURRENT STUDENTS

- Seniors: Transcript requests should be made through Naviance and Ms. Hanna, the counselor.
- For all other students the requests can be made with Ms. Hanna in room 107 or Ms. Nancy in the Main office.

FORMER STUDENTS

To make a **request in person**, please come to the Main Office Monday through Friday between the hours of 8am and 3pm. Bring identification and \$5 in cash if you need an official sealed copy of the transcript to take with you or to be mailed out. Bring \$3 if you need an unofficial transcript.

To make a request by mail, please complete the Transcript Request Form. [Download the Transcript Request Form here](#) and then print out the form. Mail the completed form and cash or money order per request to:

Main Office–Transcript Requests
Alcott College Prep
2957 N. Hoyne
Chicago, IL 60618
(773) 534–5970

We do not accept personal checks or credit cards

Transcripts will be mailed until the money has been received

Cost

\$5 for Official Transcripts

\$3 for Unofficial Transcripts

** Please note that only unofficial transcripts will be mailed to residence addresses. Official transcripts which are embossed with the school seal can only be mailed to business and/or educational institutions.*

*** Electronic transcripts for former students are not available at this time.*

Alcott College Prep Transcript Request Form

DATE OF REQUEST: _____
MONTH DAY YEAR

NAME: _____
LAST FIRST MIDDLE

CURRENT ADDRESS: _____
STREET

CITY STATE ZIP CODE

TELEPHONE NUMBER: ____ (____) _____ - _____

LAST NAME WHILE AT ALCOTT: _____
(if different than above)

ATTENDED FROM: _____ TO _____
MONTH & YEAR MONTH & YEAR

CHECK ONE: GRADUATED DID NOT GRADUATE

SEND TRANSCRIPT TO: _____
NAME OF SCHOOL, AGENCY OR EMPLOYER

STREET

CITY

STATE

ZIP CODE

METHOD OF PAYMENT (check one): CASH MONEY ORDER

SIGNATURE: _____

FOR OFFICE USE ONLY: MAILED IN PERSON PICK-UP

DATE REQUEST COMPLETED: _____ INITIALS: _____