



Saint Viator High School Transcript Request Form



Former students who are requesting a transcript need the following information:

- Your year of graduation or date of last attendance if you did not graduate from Saint Viator High School.
- Your full legal name at the time of attendance.
- The name and address of the college, potential employer, or scholarship committee to whom the transcript is to be sent. If you are requesting a copy for yourself, please include your home address.
- Payment of a \$2.00 fee for each transcript: by cash or check--payable to Saint Viator High School and mailed to Attn: Registrar.
- If you send your request via e-mail, please put the words "Transcript Request" in the subject line to rruffatto@saintviator.com.

Transcripts may also be requested in person in the Administration Office between 8 a.m. and 3 p.m.

OR

Mail the bottom portion with the \$2.00 fee to:

Saint Viator High School
Attn: Registrar
1213 E. Oakton Street
Arlington Heights, IL 60004

Saint Viator High School Transcript Request

Transcripts are \$2.00 each, cash or checks made payable to Saint Viator High School.

Name(Print full name at time of attendance) _____

Year of graduation _____ OR Date of last attendance _____

Phone# _____

Transcript to be sent to: _____

Signature _____