



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: *Transcript Request*.
- 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: Transcript Request
1213 E. Oakton Street
Arlington Heights, IL 60004

Saint Viator High School Transcript Request

Transcripts are \$2.00 each, cash or check (payable to Saint Viator High School).

Name (Print full name at time of attendance): _____

Year of graduation: _____ OR Date of last attendance: _____

Phone Number: _____

Transcript to be sent to: _____

Signature: _____