

# Monmouth-Roseville High School

325 West First Avenue  
Monmouth, Illinois 61462

(309) 734-5118 phone  
(309) 734-2918 fax

## Transcript Request Form

Please fill in the information below as needed and email to [dneal@mr238.org](mailto:dneal@mr238.org) . We will forward official transcripts to colleges/universities or potential employers or for scholarships. We can forward unofficial transcripts to you. No transcripts will be faxed.

If you are currently under the age of 18, you will need to have your parent sign this form. Transcripts will go out within five days of returning the form.

Transcripts will include the names of classes taken, the grades earned, attendance record and test scores, such as ACT.

**Please print** \_\_\_\_\_  
full name (at time of graduation or attendance)

Date of Birth \_\_\_\_\_ Year of graduation \_\_\_\_\_ OR last year of attendance \_\_\_\_\_

Attended which school? Monmouth-Roseville High School \_\_\_\_\_  
Monmouth High School \_\_\_\_\_ Roseville High School \_\_\_\_\_

\_\_\_\_\_ Official transcript sent to college/school/university/employer/scholarship

Name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If other items need to be included in this mailing, such as: a completed application form, recommendation form, essays or letters, please attach them to this page with a paperclip. If this needs to be mailed in a certain envelope, please attach that as well, otherwise we will mail this in a Monmouth-Roseville High School envelope.

\_\_\_\_\_ Unofficial transcript to be picked up

If you are under eighteen, your parent must sign; otherwise, please sign below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contact # \_\_\_\_\_

transcript.docx 6/19/13