

CURRENT SCHS STUDENTS

There is **NO** charge for current student transcripts. Students, please visit the Career Center for a Transcript Request/College Application Checklist.

SPRINGFIELD CATHOLIC GRADUATES

Transcripts will not be processed and mailed until payment* is received.
Transcripts will be processed and mailed within one week of receipt of your request.

Please mail your written request and payment to:

SCHS, Attn: Registrar, 2340 S. Eastgate, Springfield, MO 65809

TRANSCRIPT REQUEST FORM

Full Name _____ Maiden name (if applicable) _____

Date of birth _____

Year of graduation _____

Your daytime telephone # _____

Present Address _____

City _____ State _____ ZIP _____

Signature _____ Date _____

Send Official Transcript to:

Name of School or Business _____

Person or Office _____

Street Address _____

City _____ State _____ ZIP _____

Phone, Fax, and e-mail requests are not accepted.

***PROCESSING FEE:**

\$2.00 PER COPY.

Cash or check made payable to SCHS. Sorry, no credit cards accepted.