

LEYDEN DISTRICT 212 STUDENT RECORDS  
(Retain this record in the student's file. Reference Policy 5127)

**FOR INDIVIDUALS 18 YEARS OF AGE AND OVER**

REQUEST TO SEND STUDENT RECORDS TO AN ACCREDITED SCHOOL, UNIVERSITY, COLLEGE  
OR BUSINESS

Date of Request: \_\_\_\_\_ I. D. # \_\_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ YEAR OF GRADUATION (OR YEAR SCHEDULED TO GRADUATE)

I, \_\_\_\_\_ (Maiden Name) \_\_\_\_\_

Request my school transcripts be sent to:

\_\_\_\_\_  
NAME OF SCHOOL OR EMPLOYER

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_ INCLUDE ACT SCORES ON TRANSCRIPT  
(If you have taken multiple tests, your highest two (2) scores will be listed.)

\_\_\_\_\_ DO NOT INCLUDE ACT SCORES ON TRANSCRIPT

\_\_\_\_\_  
SIGNATURE OF INDIVIDUAL MAKING REQUEST

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
HOME PHONE CELL/WORK PHONE

**Please print this form, sign it, and send it to the appropriate registrar. There is a \$2.00 fee for individuals not currently enrolled at Leyden. Checks should be made payable to Leyden High Schools.**

Registrar  
East Leyden HS  
3400 Rose Street  
Franklin Park, IL 60131

Registrar  
West Leyden  
1000 Wolf Road  
Northlake, IL 60164