

# AMERICAN SCHOOL®

2200 EAST 170TH STREET, LANSING, IL 60438 (708) 418-2800



American School transcripts can be obtained via U.S. Mail. The following items should be mailed to the American School, Attn. Transcript Department, 2200 East 170<sup>th</sup> Street, Lansing, IL 60438.

- Completed Transcript Release Form (see below)
- Transcripts are \$5.00/copy. Check or money order made payable to American School. If you wish to pay by credit card, you will need to fax the form to 708-418-2831. We will contact you for payment information.

**NOTE: All financial obligations must be met before records can be released. The first transcript is free. Thereafter, each transcript is \$5.00 per copy.**

## TRANSCRIPT RELEASE FORM – CONFIDENTIAL INFORMATION

Student Number \_\_\_\_\_ Student Name \_\_\_\_\_

Name attended under \_\_\_\_\_ Year Graduated \_\_\_\_\_

Student's Birthdate \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

Student or Parent/Guardian (if under 18 years)

Check Status  Current Student  Graduate / Former Student

Please check below:

Mail transcript to address below  Personal copy of transcript (Number of copies: \_\_\_\_\_)

I do hereby authorize the American School to release information to:

\_\_\_\_\_  
Name of Institution, Employer, or professional person

\_\_\_\_\_  
Street and Number City State Zip

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For office use only – do not write below this line.

Date of request \_\_\_\_\_

Transcript paid \_\_\_\_\_

Transcript sent \_\_\_\_\_

Check/MO # \_\_\_\_\_

Fee Waiver  Yes  No