Quincy Senior High School
3322 Maine Street
Quincy IL 62301
(217) 224-3770

Transcript Request Form

- Payment and a signature are required for processing. The fee for each transcript copy is $1.00.
- If any QHS financial obligations are pending, please contact the QHS main office to see what is owed and to forward payment.
- Transcripts will be sent first class mail within 7-10 business days of receiving this request.
- Print out and complete this entire form and mail it along with payment to:

Quincy Senior High School
Attn: Registrar
3322 Maine Street
Quincy IL 62301

Name: _____
Last First Middle

Maiden or Former Name: _____

Date of Birth: _____

Year of Graduation: _____ OR Years of Attendance: _____

Address _____ City _____ State _____ Zip _____

Phone #: (Required for contact if there is a problem processing request.) _____

SEND TRANSCRIPT TO: (Please Print)

Institution/Organization: _____

Attention: _____

Street Address: _____

_____

City, State and Zip Code: _____

I hereby authorize Quincy Senior High School to release my transcript to the address listed above:

Signature _____ ***Date*** _____

FOR OFFICE USE ONLY

Date Transcript Received: _____ Date Transcript Mailed: _____ By _____

Back of Transcript: _____ Binder Info: _____