

## **How to request a transcript from Hinsdale Central High School**

All requests for transcripts must be in writing. E-mails are not acceptable.

Unofficial transcripts can be given to individuals; official transcripts must be mailed directly to another institution.

There are three ways to request a transcript:

1. You may either come to the Guidance Office (Room 113) between 7:30 am and 3:15 pm to fill out a form. If you are requesting an official transcript, please make sure you have the name and address of the institution requesting your transcript.
2. You may fax your request to (630) 887-9518. Print your name (the way it was when you were a student here); your year of graduation or dates of attendance; your date of birth; your daytime phone number; the address of where you want the transcript sent; and your signature.
3. Mail a request to Registrar, Hinsdale Central High School, 55<sup>th</sup> and Grants Streets, Hinsdale, IL 60521. Include all information listed in #2 above.

Requests are processed usually within two business days.

If you have questions, call (630) 570-8269.