

TRANSCRIPT REQUEST

August – May: There is a 24- 48 hour turnaround time for a request made during the school year.

June – July: Summer transcript requests can be made by fax, email, or U.S. mail. All requests will be processed once a week and will be mailed to the address provided on the request form.

***There may be times during the school year when processing of transcript requests will be delayed – school not in session because of inclement weather, teacher in-services, winter breaks and holiday breaks. ***

WAYS TO REQUEST YOUR TRANSCRIPT:

In person: During the school year (August through May) you may go to the Pekin High School Counselor's Office and fill out a request to release transcripts form. Please be prepared with:

- A photo ID
- A complete mailing address of the college/organization where the transcript is to be mailed – **we do not fax official transcripts.**

By FAX: You can fax a letter to the attention of the High School Counselor. The fax number is 319-695-5130.

In your fax, please include:

- Name when attending Pekin Community Schools (maiden name if applicable)
- Current mailing address and phone number
- Date of birth
- Year of graduation or last year attended at Pekin Community Schools
- Number of copies needed
- Complete mailing address of where to send the transcript
- Copy of your photo ID (must be able to read ID & see photo)

Make certain that you sign and date your letter of request that you are faxing.

Email: You can email your request to jhonna.keller@pekincsd.org. Be sure to include the following information:

- Name when attending Pekin Community Schools (maiden name if applicable)
- Current mailing address and phone number
- Date of birth
- Year of graduation or last year attended at Pekin Community Schools
- Number of copies needed
- Complete mailing address of where to send the transcript
- Copy of your photo ID must be attached to an email request or it will not be processed.

U.S. Mail: Attn: High School Counselor, Pekin Community School District, 1062 Birch Ave., Packwood, IA 52580. In your letter, please include:

- Name when attending Pekin Community Schools (maiden name if applicable)
- Current mailing address and phone number
- Date of birth
- Year of graduation or last year attended at Pekin Community Schools
- Number of copies needed
- Complete mailing address of where to send the transcript
- Copy of your photo ID (must be able to read ID & see photo)

Make certain that you sign and date your letter of request that you are mailing.

Pekin High School

Transcript Request

Please send a transcript of the high school record of:

Student name (Please Print)

(Year of Graduation/last year attended)

Send a hard copy of my official transcript VIA MAIL to the address below. If requesting an unofficial transcript, we can fax a copy. Please include the fax number.

Please submit this form via fax (319-695-5130), by email (jhonna.keller@pekincsd.org), by mail (Pekin Community School District, Attn: HS Counselor, 1062 Birch Ave., Packwood, IA 52580) or in person at the Pekin High School Counselor Office.

Signature of person requesting transcript

Date

For office use only:

Date In _____

Counselor Initials _____

Date Complete _____