

**Fairfield Community High School**  
**Registrar: Theresa Baker**  
**Phone: (618) 842-2649 ext. 405**  
**Fax: (618) 842-4854**



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## **REQUEST FOR TRANSCRIPT**

### **How can transcript records be obtained?**

By mail, fax, or stopping by the FCHS Guidance Office in person.

### **Is there a fee to obtain a transcript?**

Yes, a \$3.00 fee must be sent to FCHS before any transcript is processed.

### **What is the mailing address?**

Fairfield Community High School  
attn: Registrar  
300 W. King  
Fairfield, IL 62837

Today's Date \_\_\_\_\_

Your last name when in school (Maiden) \_\_\_\_\_

Your current last name \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Year Graduated/Last Year Attended \_\_\_\_\_

What type of transcript are you requesting?

\_\_\_\_\_ Official – the transcript is mailed to a school or job

\_\_\_\_\_ Unofficial – the transcript is mailed to you

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax to: \_\_\_\_\_

Signature \_\_\_\_\_ (required)