



STUDENT RECORDS REQUEST FORM

This form is to authorize the Student Records Technician to send a copy of my records to the following
(PLEASE PRINT LEGIBLY)

PLACE TO BE SENT ATTENTION TO

STREET ADDRESS CITY STATE ZIP CODE

OFFICIAL TRANSCRIPT UNOFFICIAL TRANSCRIPT MEDICAL (Immunizations)

NAME WHILE IN SCHOOL CURRENT NAME (If Different)

NAME OF SCHOOL GRADUATED FROM

_____/_____/_____
DATE OF BIRTH

_____/_____/_____
DATE SIGNATURE PHONE #

PLEASE SEND THIS INFORMATION TO:

Rockford Public School District #205
Welcome Center ~ Attn: Student Records
501 7th St. - 2nd Floor
Rockford, IL 61104

*** RECORDS WILL
NOT BE SENT
WITHOUT A COPY
OF YOUR VALID ID
AND REQUIRED
FEE!**

<i>Record*</i>	<i>Fee*</i>
Official Transcript	\$2.00
Official LPN Transcript	\$2.00
Copies of Transcripts/Immunizations	FREE

OFFICE USE ONLY

FEE PAID DATE MAILED



Frequently Asked Questions:

- ***How do I obtain my student records?***
 - Student records may be obtained at the Welcome Center Student Records Office for any individual who no longer attends Rockford Public Schools. If your child is still enrolled in RPS 205, you must contact your child’s assigned school directly for records information.
- ***What if I want/need someone else to pick up my transcript? What if I need to pick up someone else’s transcript?***
 - If you need someone to pick up your records, you have to send us by fax or mail a written consent that indicates you are giving permission for that specific person (name the individual by name) to pick up. Indicate what record it is you need, your signature and a copy of your valid ID are also required. The person who is picking up your records must be prepared to show his/her ID, also, along with payment if you are receiving an Official Transcript.
 - If you need to pick up a record that is not yours, the individual would need to give you/or provide Student Records with a written consent with the information as stated above.
- ***What is included in an Official Transcript?***
 - High School grades, credits earned, GPA, class ranking; and if the student took the A.C.T or the SAT, these scores are included as well.
- ***Do you hold the GED scores and records?***
 - No, GED records for both Winnebago and Boone Counties are housed at the Regional Office of Education, 300 Heart Blvd., Loves Park, IL 61111, telephone 815/636-3060.
- ***What is the difference between an Official Transcript and an Unofficial Transcript?***
 - A Transcript becomes official when the Rockford Public School Student Records representative signs and dates it; and the official seal is stamped on the transcript and placed in a sealed envelope. An Unofficial Transcript is strictly a copy and does not have the signature and official seal.
- ***What is in the Immunization Record?***
 - Immunization record shows all of the inoculations (shots) that the student has had. The most current immunization record would be the 9th grade year, as that is when the last shot is required.
- ***Reasons I would need an Official Transcript.***
 - Applying for College.
 - Going to a High School in another School District.
 - Need an I.D. from the DMV.
 - Any employer/potential employer who requires it.

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LPN Official Transcript	\$2.00
Copies of Transcripts/Shots	FREE

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