



# Christian Liberty Academy

502 West Euclid Avenue, Arlington Heights, IL 60004 (847) 259-4444

## TRANSCRIPT REQUEST FORM

### For Office Use Only:

Date: \_\_\_\_\_

Cash \_\_\_\_\_

Check No.: \_\_\_\_\_

Check Amount: \_\_\_\_\_

MAIL

IN PERSON

MULTIPLE COPIES

Name of Student \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cellular Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Work Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_

Father's name : \_\_\_\_\_ Mother's name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Graduation Date (Month/Year) \_\_\_\_\_

Complete mailing address for first official transcript \_\_\_\_\_

Complete mailing address for an additional official transcript \_\_\_\_\_

Complete mailing address for an additional official transcript \_\_\_\_\_

Complete mailing address for an additional official transcript \_\_\_\_\_

Complete mailing address for an additional official transcript \_\_\_\_\_

### IMPORTANT INFORMATION

- ◆ You may request a transcript of your CLA academic record by mail or in person. Telephone and/or E-mail requests will not be accepted.
- ◆ By mail, you must send in the completed Transcript Request Form (with complete payment) to Christian Liberty Academy, 502 W Euclid Ave., Arlington Heights, IL 60004.
- ◆ To avoid delay, make sure all required information is included on the transcript form.
- ◆ In person, complete the Transcript Request Form and submit it (with complete payment) to the Christian Liberty Academy Day School Office. Requests are generally completed within 5-7 business days. During peak times, allow two weeks.
- ◆ If you have an outstanding financial obligation to Christian Liberty Academy, the transcript will not be released until the obligation has been cleared.
- ◆ Please include \$10.00 for each transcript. If you require your transcript sent by fax, the additional fee is \$5.00 for each transcript. Please make your payment payable to Christian Liberty Academy for the entire cost of issuing your transcript as you requested.