



Plainfield East High School

Freshman & Sophomore Transcript Request Form

Allow 3 business days processing time from day of PEHS receipt.

***Parent/Guardian Signature Required AND
a Copy of Parent/Guardian Driver's License/Photo ID MUST be Attached.***

| | |
|---------------|--------|
| STUDENT NAME: | DATE: |
| STUDENT ID #: | PHONE: |

STUDENT INFORMATION:

Current PEHS Student

Former PEHS Student

TRANSCRIPT INFORMATION:

Requesting Unofficial Transcript
(Just Need Hardcopy Printed)

Requesting Official Transcript
(Need Signed, Dated, PEHS Stamp & in Sealed Envelope.)

Student Signature: _____

Parent/Guardian Signature: _____

Attach Copy of Parent/Guardian Driver's License/Photo ID

Parent/Guardian/Student will pick-up at PEHS.

Please mail to below address.

NAME/SCHOOL/ORGANIZATION/SCHOLARSHIP: _____

Complete Address: _____

Send this completed form to one of the following:

Email: Alpha A – K to jschwerd@psd202.org
Alpha L – Z to tcreghin@psd202.org

Mailing Address: PEHS Registrar
12001 S. Naperville Road
Plainfield, IL 60585

Fax #: (815) 577-2431

FOR OFFICE USE ONLY:

Date Sent: _____

Sent By Initials: _____