



**OTTAWA TOWNSHIP HIGH SCHOOL
DISTRICT 140**

211 East Main Street, Ottawa, IL 61350
(815)433-1323 • Fax (815)433-1338 • www.ottawahigh.com

Dr. Michael Cushing, Superintendent
Patrick Leonard, Principal
Jeff DeWalt, Assistant Principal
Janet Pearson, Chief Financial Officer
Dawn Roalson, Director of Special Needs
John Alexander, Dean of Students
Dr. Kristin Heredia, Dean of Students
Dan Le, Instructional Coach

TRANSCRIPT REQUEST FORM

Name: _____

FIRST

MIDDLE

(MAIDEN)

LAST

Date of Birth: _____

Year of Graduation/Withdrawal: _____

Phone: (____) _____

******Transcript Requests REQUIRE a written authorization******

Student Signature: _____

Date: _____

Transcript Request Information

Number of OFFICAL copies requested (\$3.00 per copy) _____

Number of UNOFFICIAL copies requested (no charge) _____

Payments **MUST** accompany request (Please make all checks payable to Ottawa Township High School)

Send Transcripts to the following: (Please provide complete name and address)

If you have any questions please call the Registrar's Office at (815) 431-3344.

EQUAL OPPORTUNITY EMPLOYER

Established 1878