



# OTTAWA TOWNSHIP HIGH SCHOOL DISTRICT #140

211 East Main Street, Ottawa, IL 61350  
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Dr. Michael Cushing, Superintendent  
Patrick Leonard, Principal

Jeff DeWalt, Associate Principal  
Jessica Gass, Assistant Principal  
Jon Leslie, Assistant Principal  
Kari Benning, Assistant Principal of Teaching & Learning  
Dawn Roalson-Zavada, Director of Special Needs  
Janet Pearson, Chief Financial Officer

## TRANSCRIPT REQUEST FORM

Name: \_\_\_\_\_  
First Middle Last (Maiden)

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

Year of Graduation/Withdrawal: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

### Transcript requests require a written authorization

Student Signature: \_\_\_\_\_

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

### Transcript Request Information

Number of **Official** copies requested (\$3.00 per copy) \_\_\_\_\_

Number of **Unofficial** copies requested (no charge) \_\_\_\_\_

Send Transcripts To: \_\_\_\_\_  
(Provide complete address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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