



TRANSCRIPTS REQUEST FORM

Please submit your request to the Registrar's Office. A picture ID is required upon submittal and/or pick up.

DATE: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Student Name _____
(WHILE A STUDENT AT HANCOCK)

CPS Student ID # _____

Telephone # (_____) _____

Date of Birth _____

Years Attended Hancock from _____ to _____

Graduated Graduation Year _____ Did Not Graduate Last year of attendance _____

Purpose of Transcript: Personal _____ Scholarship _____ University/College _____

Transcript Order:

Un-Official Transcript = \$5.00 each / Official Transcript (sealed envelope with school seal) = \$ 10.00 each.

Official Paper Transcript Qty: _____

Unofficial Paper Transcript Qty: _____

Official PDF Electronic Transcript Email: _____

Payment Accepted: Cash / Money Order or Cashier's Check **(No Personal Checks)**

Hancock **only** provides transcripts for former students within five years from the current academic year. Otherwise former student can contact office of CPS Student Records at www.cps.edu/studentrecords or (773) 535-4110.

THERE IS A MINIMUM OF 48 HOURS TURN AROUND TIME

******* NO TRANSCRIPTS WILL BE RELEASE IF YOU STILL HAVE A DEBT WITH THE SCHOOL*******

PLEASE NOTE: WE ARE UNABLE TO PROVIDE COPIES OF DIPLOMAS. IF YOU ARE A FORMER STUDENT IN NEED OF PROOF OF GRADUATION, PLEASE FOLLOW ABOVE DIRECTIONS AND CONTACT CPS STUDENT RECORDS

Office Use Only: Total: \$ _____ Initials _____ Date: _____