

Fairfield Community High School
Registrar: Mrs. Donna Reever
Phone: (618) 842-2649 ext. 228
Fax: (618) 842-5187



REQUEST FOR TRANSCRIPT

How can transcript records be obtained?

By mail, fax or stopping by the Guidance Office in person.

What is the mailing address?

Fairfield Community High School
Attn: Registrar
300 W. King
Fairfield, IL 62837

Today's Date: _____

Your last name when in school (Maiden): _____

Your current last name: _____

First name: _____

Date of Birth: _____

Social Security #: _____

Year Graduated/Last year you attended: _____

What type of transcript are you requesting?

_____ Unofficial – the transcript is issued to the student

_____ Official – the transcript is mailed to a school or job

Mail to : _____

Fax to: _____

Signature: _____ (required)