

Transcript and Diploma Request Form

St. Clair County Regional Office of Education
1000 S. Illinois St.
Belleville, IL 62220
Phone: 618-825-3900
Fax: 618-825-3999

In order to process your request, complete this form and return with proper payment and a copy of your driver's license or state ID. (\$10 for each transcript and \$10 for each diploma). Payment can be made in office with cash or card, or online by clicking "Book and Appointment", selecting "GED" and then "GED transcripts". Email the completed request form along with a copy of your driver's license or state ID to transcripts@sccroe50.org. We are not responsible for lost or undeliverable mail. Please allow two weeks for processing. Fees are non-refundable.

Check the box(es) for each item(s) that you are requesting.

Transcript (\$10 per copy): _____ Number of copies: _____

Diploma (\$10 per copy): _____ Total dollar amount: _____

PLEASE PRINT

Current name: _____

Name at the time of testing: _____

Social Security Number: ___-___-____ Date of Birth: ___/___/____

Current Address: _____

Phone Number: _____-_____-_____

Signature: _____ Date: _____

SEND TRANSCRIPTS TO: *Complete this section ONLY if this transcript is not being sent to you (colleges, employers, etc.).*

Name of College/Employer: _____

Department: _____

Address: _____

City, State, and Zip: _____

OR

Name of College/Employer: _____

Attention to: _____

FAX Number: _____-_____-_____

Initials of ROE Staff:	Date Completed:	Payment Type:
	Mailed Faxed Picked Up	Cash Card(in office) Online