



**CHRISTIAN HERITAGE**  
ACADEMY

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NORTHFIELD, IL 60093  
847-446-5252

CHRISTIANHERITAGE.ORG  
apascotescu@christianheritage.org

## TRANSCRIPT REQUEST FORM

Transcript requests must be submitted 10 school days prior to an application deadline. When completed, please submit this form to Mrs. Adina Pascotescu, Registrar.

**Remember: Transcripts do NOT include ACT/SAT test scores.** You are responsible for sending your test scores through the testing agencies directly. Go to [www.actstudent.org](http://www.actstudent.org) for ACT or [www.collegeboard.com](http://www.collegeboard.com) for SAT if you have not already had your scores sent to these colleges. Test scores can take up to two weeks to be received at the college or university.

For graduating seniors, a final transcript will be sent to the final college choice once all tuition and fee payments are paid.

Student's Name: \_\_\_\_\_ Students Date of Birth: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Student's Personal email address: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Organization: \_\_\_\_\_

Address / City / State / Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

College Application Deadline: \_\_\_\_\_

Mark all that apply:  Official  Unofficial  Mail to Address Above  
 Email School  To be Picked Up By Student  Common App

\_\_\_\_\_  
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**REGISTRAR ONLY:** Date Received: \_\_\_\_\_ Mailed or Submitted: \_\_\_\_\_ First/Additional: \_\_\_\_\_

CHA Transcript Request, continued

Updated: 5/22/2020

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Please email or mail completed form to:

Adina Pascotescu, Registrar  
apascotescu@christianheritage.org  
Christian Heritage Academy  
315 Waukegan Road  
Northfield, IL 60093

<b>REGISTRAR ONLY:</b> Date Received: _____	Mailed or Submitted: _____	First/Additional: _____
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