



High School District 214  
2121 South Goebbert Road  
Arlington Heights, Illinois 60005  
847-718-7600 | [www.d214.org](http://www.d214.org)

## **PROCEDURE TO REQUEST TRANSCRIPTS AND/OR IMMUNIZATION RECORDS**

### Transcripts:

All District 214 schools now use Parchment Exchange, an eTranscript provider.

Official Transcripts: Current students, non-enrolled students and alumni access the Parchment portal through the school websites, create an account, request official transcripts and monitor the document submission in their online account. Most official transcript requests for students will be free. Non-enrolled students and alumni will be charged \$10 per transcript. Payments must be made online through the Parchment account. Students and alumni requesting official transcripts should visit their home school website.

- Please note that official transcripts will not be sent for seniors until transcripts are verified, usually 2-3 weeks into the academic school year.
- Unofficial Transcripts: Often times scholarships, insurance companies and college coaches do not require official transcripts. Current students can download or print copies of unofficial transcripts from their Infinite Campus portal for these purposes.

### Immunization Records:

Individuals will be charged according to the following schedule for a copy of the immunization record:

- Current students should request, complete and submit an Immunization Record Request Form in their Student Services department. No fees are required for these requests.
- Non-enrolled students and alumni access the Alumni Immunization Request Form on their home school website. They must submit this form, a copy of their driver's license and pay a \$10.00 processing fee for each copy of the immunization record.

Contact the registrar in your home school with any questions.