

# GENOA KINGSTON TRANSCRIPT/RECORDS REQUEST GRADUATED STUDENTS

Online orders and payment can be made by logging on to our school website [gkschools.org](http://gkschools.org), clicking on 9-12, then Guidance, and clicking on the blue Parchment link. If you can't order online, you **MUST** come in person to order a transcript/records to be sent, OR you can request by mail, please print and send this form along with a copy of proper ID, with \$2.00 for each transcript you are requesting to be sent via postal mail to our GK High School Address. All other records will require a \$3.00 fee to process. Please visit [gkschools.org](http://gkschools.org) if you would like more information. Only provide your email address if you would like to receive a confirmation email when the order is complete.

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

I, \_\_\_\_\_, here by give Genoa Kingston High School permission to forward my transcripts:

*\* A \$2.00 Cash/Check payment is required before the transcript/s order/s will be authorized and sent.*

*\*A \$3.00 Cash/Check payment (to GKHS) is required for ALL other records requested.*

*Student Signature:* \_\_\_\_\_

Please **write the name of the school/s** you would like to send your transcript to. **(Please add a city and state if there are multiple locations for this Institution).**

(Office Use)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Genoa-Kingston High School**  
980 Park Ave.  
Genoa, IL. 60135