

## St. Joseph Alum Transcript Request

Academic transcripts for graduates of St. Joseph High School may be requested in **WRITING ONLY** by a signed letter, email or fax to:

**Email:** [nboros@stjoeshs.org](mailto:nboros@stjoeshs.org)

**Fax:** 708-562-4459

**Mailing address:**

St. Joseph High School  
Attention: Nancy Boros, Registrar  
10900 W. Cermak Road  
Westchester, IL 60154

### INFORMATION REQUIRED TO PROCESS TRANSCRIPT REQUEST:

- Full name at time of attendance/graduation
- Date of birth
- Year of graduation
- Current phone number
- Signature of graduate (email account showing name of graduate is acceptable as a "signature").

**Official transcripts can be picked up at the school during normal school hours or mailed via US Mail only if complete mailing address is provided.**

### TRANSCRIPTS CANNOT BE FAXED OR EMAILED.

Cost: \$5 per transcript.

Cash, checks or debit/credit card accepted.

Once payment is received, the transcript will be mailed or available for pick-up with 2 to 3 days.

The registrar will email the graduate when the transcript is ready or mailed.

**TRANSCRIPTS WILL NOT BE RELEASED IF THERE IS AN OUTSTANDING TUITION BALANCE. PLEASE CHECK WITH THE BUSINESS OFFICE IF YOU HAVE CONCERNS ABOUT YOUR ACCOUNT.**

### IMMACULATE HEART OF MARY HIGH SCHOOL RECORDS

St. Joseph High School does NOT have records for Immaculate Heart of Mary High School. All records now reside at the Archdiocese of Chicago at <https://archives.archchicago.org/request-a-record> or at (312) 534-4400.