



Diocese of Springfield in Illinois

Catholic Pastoral Center • 1615 West Washington • Springfield, Illinois 62702-4757
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Office for Archives and Records Management

Ursuline Academy Transcript Request

To comply with federal privacy laws, transcripts will only be issued to the student in question or to the receiving institution. Transcripts will be mailed within two business days.

There is a \$3 fee for each transcript requested. Payment must accompany all requests in the form of a personal check or money order made payable to the Diocese of Springfield in Illinois.

Required Information:

Student's Full Name: _____

Maiden Name (If applicable): _____

Email or Telephone Number: _____

Year of Graduation or Withdrawal: _____

Date of Birth: _____

Number of Transcripts Requested: ___ Official Transcript(s) ___ Unofficial Transcript(s)

Pick-up or Mail (Pick One): ___ I will pick-up my transcript(s) from the Catholic Pastoral Center.
 ___ Mail my transcript(s).

If Mailing:

Send Transcript(s) to (If applicable, please include name of institution in address):

Please mail requests and payment to:

Diocese of Springfield in Illinois
Attn: Archives
1615 W. Washington
Springfield, IL 62702

Please remember the Office for the Missions when making or changing your will or trust.

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