



REGIONAL OFFICE OF EDUCATION
KANE COUNTY

ILLINOIS HIGH SCHOOL EQUIVALENCY CERTIFICATE & TRANSCRIPT OF TEST SCORES REQUEST FORM

Candidate Instructions:

- Use this form **only if** you took the HSE test on paper-and-pencil in Kane County before December 31, 2013 **or** on computer in Illinois while living in Kane County.
- Complete and mail or email this form with a copy of a valid photo ID, and appropriate payment. Candidate's signature and copy of photo ID is required for processing the request.
- Payment must be made with cash, credit/debit card, or money order in the exact amount **payable to Kane County ROE. No personal checks. Fees paid are non-refundable.**
- Allow 2 to 3 weeks for processing and delivery. We do not e-mail credentials (Official Transcript or Certificate).
- Any questions: Call 630-444-3060.

Section 1: Ordering HSE Credentials – Write the number of item(s) you are requesting.

| | |
|---|------------------------------|
| Each Transcript/Verification is \$10.00 | Each Certificate is \$10.00 |
| Number of Transcripts _____ | Number of Certificates _____ |

| | | |
|--------------------|-----------------------|------------|
| Credit Card Number | Expiration Date MM/YY | CVC Number |
| Signature | Billing ZIP Code | |

Section 2: Candidate Information

| | | |
|---|---------------------------|-----------------------------|
| Name During Test (First, Middle, Last) | | |
| Current Legal Name (Required if different from above) | | Date of Birth |
| Telephone Number | E-mail Address (Optional) | |
| Current Address – Street Address or PO Box | | Apartment/Suite/Unit Number |
| City | State | ZIP Code |
| Name of Testing Center | | Year Tested |

Section 3: Transcript Recipient – Complete this section if transcript is being sent to an address other than the address in Section 2 above.

| | | |
|--|-------|-----------------------------|
| Name of Business, Education Institution | | Individual or Department |
| Mailing Address – Street Address or PO Box | | Apartment/Suite/Unit Number |
| City | State | ZIP Code |

Section 4: Candidate Verification – Candidate's signature is required along with a copy of photo ID (Example: Driver's License, Passport, or other government-issued photo ID).

I hereby certify under penalty of law that I am the candidate identified on this form and I authorize the Kane County HSE Records Office to release my test results to the parties above.

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|-----------------------|
| Candidate's Signature |
|-----------------------|

*ATTACH COPY OF GOVERNMENT-ISSUED PHOTO ID.
Current and valid photo ID required. Requests will not be processed without a copy of photo ID.*