



TRANSCRIPT REQUEST

- [Crystal Lake Central](#) [Cary-Grove](#) [Crystal Lake South](#) [Prairie Ridge](#)

 Last Name (or maiden name) (type or print) First Name Date of birth Graduation Year

- Please give student services staff at least **TEN SCHOOL DAYS** to process transcript requests.
- Please be sure to sign and date this form as well as your college application.
- You will need to send ACT/SAT scores directly from the testing company. *Scores are not on transcripts.*
- Seniors! You must add college to "Colleges I'm Applying to" in Naviance in order for transcript to be sent.

1. Please check which category describes you: Current student Graduated Withdrew

2. Where does this transcript need to be sent? _____

3. Address where transcript is to be sent: _____
 (or indicate if student is picking up transcript) _____

4. What is the deadline for this application? _____

5. Are you submitting your application on CommonApp.org? Yes No

If you answered yes, submit this transcript request only AFTER you have invited your counselor in CommonApp.org!

6. Are you applying under binding early decision? Yes No

7. Is there a counselor recommendation to complete? Yes No

- If you answered yes, then how does your counselor submit the recommendation?

- Web link sent to counselor via email Through Naviance
 Through CommonApp.org Other: _____

If you do not select one of the above options, the recommendation will not be sent.

8. Are there teacher recommendations to complete? Yes No

- It is your responsibility to give recommenders a stamped, addressed envelope to mail recommendation.
- Students must request recommendation letters from teachers personally. Please be sure to discuss how teachers will send their letters.

I have requested teacher recommendations from:

Teacher(s) I talked to:	USPS	Naviance	CommonApp.org
_____	Mail		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Student signature date contact number

FOR OFFICE USE ONLY

Date received _____	Received by _____	Processed by _____	Naviance _____
Delivered on _____	Method _____	Note _____	Skyward _____