



# TRANSCRIPT REQUEST – CURRENTLY ENROLLED STUDENTS

- Crystal Lake Central    
  Cary-Grove    
  Crystal Lake South    
  Prairie Ridge

Last 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. Where does this transcript need to be sent? \_\_\_\_\_

2. Address where transcript is to be sent: \_\_\_\_\_  
 (or indicate if student is picking up transcript) \_\_\_\_\_

3. What is the deadline for this application? \_\_\_\_\_

4. 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!*

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

6. 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.*

7. Are there teacher recommendations to complete?      Yes      No

- Students must request recommendation letters from teachers *in person*.
- Please be sure to discuss with your teachers how they need to send their recommendations.

I have requested teacher recommendations from:

Teacher(s) I talked to:	USPS Mail	Naviance	CommonApp.org
_____	<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 _____