



THE EWING PUBLIC SCHOOLS
Ewing High School

COUNSELING OFFICE, Extension 2112

900 Parkway Avenue, Ewing NJ 08618-2390
Phone 609-538-9800 Fax 609-771-9132

www.ewing.k12.nj.us

TRANSCRIPT REQUEST
For CURRENT Ewing High School Students

- To be completed IN FULL by student and given to your school counselor.
- One form must be completed for each institution/scholarship transcript requested.
- Transcripts will be processed in the order received. **ALLOW UP TO 10 BUSINESS DAYS TO PROCESS.**

PRIOR TO THIS TRANSCRIPT REQUEST BEING ACCEPTED BY YOUR SCHOOL COUNSELOR:

RECORD RELEASE IS COMPLETED AND SUBMITTED

Student's FIRST Name: _____ LAST: _____
 Date of Birth: _____ Grade: _____ Date: _____
 School Counselor: COLLINS FADEL KRAJUNUS LIPPINCOTT SIGNORE STOKUM

Institution/Scholarship Name: _____ Deadline: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

THIS INSTITUTION/SCHOLARSHIP IS ADDED INTO NAVIANCE
 I HAVE SUBMITTED REQUESTS FOR LETTERS OF RECOMMENDATION (LORs) IN NAVIANCE
 I AM APPLYING IN NAVIANCE VIA COMMON APP
 MY COMMON APP IS MATCHED TO NAVIANCE
 I AM APPLYING IN NAVIANCE DIRECT TO THE INSTITUTION

PLEASE SEND: Transcript Letters of Recommendation (LORs)
 LORs in order of preference: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
 OFFICE USE (___min/___max) Sent: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

SCHOOL COUNSELOR USE ONLY: Date Received _____
 Special Instructions _____

OFFICE USE ONLY: Date Received _____
 Secretary _____ Date _____ NAVIANCE US MAIL OTHER _____ Completed _____



INSTRUCTIONS TO COMPLETE A TRANSCRIPT REQUEST

Keep this page for your records!

- Each time a transcript is requested, a separate Transcript Request form is required.
- Transcript requests for all colleges/universities must also be completed in Naviance as they may be sent electronically to the college/university you have applied to. Follow these steps:
 1. Log into Naviance
 2. Select the “Colleges” tab
 3. Select “Colleges I’m applying to” underneath the “My college” heading
 4. Choose “Add colleges to this list”
 5. Select your school from the “Look up” list
 6. Indicate your decision type for each college
 7. Select “Add colleges” at the bottom of the page when finished
- Take as many copies of the Transcript Request form as you need. Copies are available in the Guidance Office or online (www.ewing.k12.nj.us → Ewing High School → Guidance Department → Records/Transcript Request → Current Seniors).
- **Student is responsible for submitting the college/scholarship application by the required deadline. Allow up to 10 business days for the processing of your transcript request. Requests for transcripts are processed in the order they are received.**
- Student is responsible for submitting his/her application and for paying appropriate fees to the college or university. Eligible students can request a fee waiver from the EHS Guidance Office. Please give THREE (3) days notice.
- Although SAT/ACT scores are printed on the transcript, it is the student’s responsibility to forward official SAT/ACT scores directly to the college/university through The College Board and/or The ACT Office, if requested by the college/university.
- If special handling is required, please make a note on the form, (some scholarships will be returned if not mailed according to the directions).