

GCHS OFFICIAL TRANSCRIPT RELEASE FORM

Please read over each section carefully as this form has changed.
Please see reverse side for important information and directions.

STEP 1

Student name: _____ Graduation year: _____

Counselor: _____ Application deadline: _____

STEP 2

Full name of college/scholarship: _____

Transcript is for:

College Application

College Application submitted via:

- College website
- The Common App
- The Coalition Application

College is located in what city:

Scholarship/Internship/Employment

Transcript for Scholarship delivery instructions:

- Return to student
- Mail to address below:

Street address: _____

City: _____

State: _____ Zip: _____

STEP 3

I authorize Grayslake Central High School to release my Official Transcript to the organization/institution indicated.

I understand that my college admissions test score(s) will NOT be included on my transcript and it is my responsibility to request my official test scores from www.collegeboard.com

Student/Alumni Signature: _____ Today's Date: _____

Student/Alumni Phone: _____ Student/Alumni Date of Birth: _____

Under 18 years of age? Parent signature: _____

Alumni, scan completed form to mlentz@d127.org or fax to 847-223-8690

Questions? 847-986-3300 x 5014

>>OTHER SIDE FOR IMPORTANT INFORMATION<<

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Please read over each bullet point carefully as this form has changed. Please see reverse side for actual form.

IMPORTANT INFORMATION

- Each college/scholarship require a separate Transcript Release Form.
- Current students should return their completed form to Ms. Mercure in the College Career Center at least five (5) working days before the deadline; the Registrar requires two (2) business (school) days to process requests.
- Official Transcripts for college applications are uploaded electronically via Naviance to the Common App, the Coalition App or the college's website, based on how you applied.
- **For students applying via the Common App, it is required that you complete the FERPA Privacy Notice on the Common App website.**
 1. Log-in at www.commonapp.org
 2. Click on "College Search" tab to add your colleges to the common application
 3. Next, on the common application, click on the "My College" tab
 4. Click "Assign Recommenders;" the FERPA Release Authorization is the first item on that page.
 5. Click the blue text under the "FERPA RELEASE AUTHORIZATION to complete the FERPA waiver.
- **We are unable to upload your Transcripts to the Common App until you have matched your Common App user name to Naviance Student.**
 1. In Naviance Student, click on "Colleges I'm Applying To"
 2. Click on "Match Accounts"
 3. Enter your "Common App Email Address"
 4. Click on "Match Accounts"
- Official Transcripts for scholarships (or other) may be mailed directly to the address provided or returned to the student upon request.
- **Test scores are NOT included on Transcripts.** Please request your official test scores from www.collegeboard.com.
- Transcript Release Forms are NOT required for Unofficial Transcripts; please see Ms. Mercure or your counselor for a paper or PDF version of your Unofficial Transcript.
- **Letters of Recommendation require a Letter of Recommendation Request AND a completed Letter of Recommendation Survey on Naviance.**
- Letters of recommendation for scholarships are NOT processed thru Naviance; please see your teacher or counselor.