

FOR CURRENT GNHS STUDENTS:

Steps to Order a Transcript:

- 1) Each time you apply to a college or a scholarship, you **MUST** complete a **Transcript Release Form**. The Transcript Release Form is available in the College and Career Center.
- 2) Once you have completed the Transcript Release Form, turn it into the College and Career Center.
- 3) **If you are completing a college or scholarship application on paper**, include your application and any supporting documentation with your Transcript Release Form.
- 4) **Transcript Release Forms MUST be completed and returned to College Career Center at least ten working days before the college/scholarship deadline.**

Steps to Request a Teacher Letter of Recommendation:

- 1) You must submit your Transcript Release Form to the College and Career Center.
- 2) Ask your teacher if they would be willing to write a letter on your behalf. **Give your teacher plenty of time to write the best letter they can on your behalf!**
- 3) Once they have agreed to write your letter, login onto your Naviance Family Connection account.
- 4) Click on the "colleges" tab at the top of the page
- 5) Click on "Letters of Recommendation".
- 6) Scroll down, click on "add requests" under Teacher Recommendations.
- 7) Click on the name of the teacher who will be writing your recommendation. Select the schools in which you need a letter of recommendation.
- 8) Thoughtfully complete the Teacher Recommendation Questionnaire located under the "about me" tab, and save your answers once you are finished.
- 9) Inform your teacher that the questionnaire has been completed.

How do I know if I need a Counselor Form or Counselor Letter of Recommendation:

- 1) Go to the website of the college you are applying to.
- 2) Click on the Undergraduate Admissions website
- 3) Search for Admission or Application Requirements
- 4) If required, indicate so on the front of this form

FOR GNHS ALUMNI:

Completed requests must contain your **original signature**, and can be mailed to the school, delivered in person, faxed, or scanned/emailed to:

Jane Lane, Registrar
Grayslake North High School
1925 N. Route 83
Grayslake, IL 60030

Phone: 847-986-3100 ext. 5043
Fax: 847-986-3041
Email: jlane@d127.org

Alumni starting with Class of 2008: Please include your **full name at the time of graduation** and your **birth date**. (If you request that an official copy of your transcript be sent directly to you, that transcript will be placed in a sealed envelope with an "official record" seal and placed in another envelope before being mailed you. Remember, for most institutions, a transcript is only official if it arrives to them unopened.)

If you graduated prior to 2008, please go back to main screens and change schools to Central High School.

Students who are 18 years or older must complete their own request with their own signature. The law does not allow for parents of students who are older than 18, including alumni students who are currently out-of-state, to request transcripts on behalf of their students. Students who are under the age of 18 must have their parent or guardian's signature on the request.

GRAYSLAKE NORTH HIGH SCHOOL OFFICIAL TRANSCRIPT RELEASE FORM

Name

Date

Counselor

Type of transcript I am requesting:

☐ Official

☐ Unofficial

Is this for:

☐ College

☐ Scholarship

☐ Other _____

Grad. Year (Alumni, (student who has already graduated from GNHS) please provide phone number and birth date)

Student Phone Number

I am submitting my application online using:

☐ The College's Website

☐ The Common Application (www.commonapp.org)

TEST SCORE REMINDER: The April ACT score you took with GNHS will be listed on your transcript. Please note colleges/universities may require the official ACT score sent directly from ACT. If you would like other ACT scores to be sent, those scores must come directly from ACT and/or SAT.

ACT Scores: www.actstudent.org

SAT Scores: www.collegeboard.com

*If you do not want your ACT score to appear on your transcript, please see your counselor before submitting your first transcript request form.

ADDRESS

Full name of College, University, School, Scholarship

College's Deadline (available on Naviance)

Address of College, University, School, Scholarship

*Please indicate if the transcript is for a special program (i.e. nursing, engineering, etc) _____

SCHOLARSHIP

☐ Return to student

☐ Return to counselor

☐ Mail to address above

FOR COMMON APPLICATION (required)

☐ Yes, I have completed the FERPA privacy notice on the Common App website

☐ Yes, I have entered my Common App Username (email) on Naviance

RECOMMENDATION LETTERS (not sure, see directions on back)

Does this college have a Counselor Form? YES NO

Is a Counselor Letter required for this application? YES NO

My signature below authorizes Grayslake North High School to release all records to the party listed above. (REQUIRED)

Student Signature

Parent Signature needed if student is under 18 years of age.

For Office Use Only:

☐ SSR/NACAC

☐ LOR

Counselor Initials

Date