

TRANSCRIPT REQUEST FORM

OFFICE OF THE REGISTRAR
EVANSTON TOWNSHIP HIGH SCHOOL

<p>Application Deadline Date: _____</p> <p><i>I am applying for:</i> Regular Admission: _____ Early Decision: _____ Early Action: _____ Open/Rolling Admission: _____ Other: _____</p>
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PLEASE READ AND FOLLOW THE PROCEDURES ON THE BACK OF THIS FORM.
COMPLETE ALL ITEMS BELOW AND PRINT CLEARLY.

➤ **1. STUDENT NAME:** _____ **CLASS of 200**____
I.D. # _____ **COUNSELOR:** _____

➤ **2. CHOOSE FROM THE FOLLOWING ANY/ALL THAT APPLY TO THIS REQUEST AND CHECK THE BOXES.**

- Transcript for college (first **3** transcripts are free; after third request, attach **\$5.00** for each transcript)
- Transcript for Scholarship Application/Summer Program (**No fee**)
- Recommendation (mandatory conference with counselor)
- Include my **UNOFFICIAL** standardized test scores. All scores on file will be sent. (**See # F on reverse**)

Indicate which test scores and what test dates are to be sent:

ACT **Test Dates:** _____ **SAT** **Test Dates:** _____

Note: SAT provides a cumulative report of all scores

➤ **3. I am submitting the following with this transcript request:**

<input type="checkbox"/> Application	<input type="checkbox"/> Transcript Fee Cash/Check/Money Order for transcripts (Made out to ETHS)
<input type="checkbox"/> My Application was submitted On-line	<input type="checkbox"/> Resume/Activity List
<input type="checkbox"/> College Application Fee	<input type="checkbox"/> Essay
<input type="checkbox"/> College Fee Waiver	<input type="checkbox"/> Other Supporting Documents

SEND TO: Name and Address of Institution which must receive transcript.

Name:
Address:
City: _____ State: _____ Zip Code: _____

➤ **4. I HAVE READ THE REVERSE SIDE OF THIS FORM, and I authorize the release of the transcript, the recommendation if required, and all attached documents.**

Note: PLEASE ALLOW UP TO 3 WEEKS FOR PROCESSING OF APPLICATION AND TRANSCRIPT.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY: (Please Date and Initial)

Date received in Counseling Office _____
Date logged and mailed by Registrar: _____

Date sent to Registrar Office _____
Transcript paid by Cash ___ Check ___ Check # _____

PROCEDURES FOR REQUESTING TRANSCRIPT AND COLLEGE RECOMMENDATION

- A. A separate transcript request form must be completed for each and every application. With the first transcript request, make an appointment with your counselor by signing up on the schedule on his/her office door.
- B. Be on time to the conference with your counselor and bring an updated **RECOMMENDATION INTERVIEW SHEET**. **Applications requiring a recommendation** will not be accepted for processing until this step has been completed.
- C. Complete the **TRANSCRIPT REQUEST FORM** (reverse side), including student and parent signatures, and attach a signed application, fees, and supplemental forms. All parts of the application must accompany the completed transcript request form. (Exceptions to this procedure must be discussed with your counselor).
- D. Paper clip this form to the top of your application and then give it and all accompanying materials **directly** to your counselor's secretary. The secretary will keep a record of the date the application is received from the student.

The Counseling Office cannot assume responsibility for applications not handed directly to your counselor's secretary. Therefore:

DO NOT: LEAVE APPLICATIONS ON THE SECRETARY'S DESK.
DO NOT: LEAVE IT IN YOUR COUNSELOR'S BOX OR ON HIS/HER DESK.

- E. Pay close attention to application deadlines at each college. The **ENTIRE PROCESSING OF APPLICATIONS AT ETHS MAY TAKE UP TO THREE (3) WEEKS**.
- F. **UNOFFICIAL** test scores can be sent by ETHS **only** if your counselor has a copy of your ACT and/or SAT score(s). Some colleges will not accept unofficial test scores. If you want unofficial test scores sent with your application, you must indicate precisely in section 2 (over) the test name (ACT and/or SAT) and the test date(s) for each score you want sent. The only scores that appear on your ETHS transcript are the PSAE scores, as required by State law.
- G. **THE ONLY WAY YOU CAN BE SURE THE COLLEGES WILL RECEIVE official test scores IS TO HAVE THEM SENT DIRECTLY FROM ACT OR THE COLLEGE BOARD. (If you did not indicate that you wanted scores sent to colleges when you registered for the tests, you can have the official scores sent from ACT or THE COLLEGE BOARD by mail, by Internet/Online, or by telephone request). If you need help with that procedure, ask your counselor or secretary for details.**

SPECIAL NOTE:

Seventh semester (mid-year) transcripts are sent **AUTOMATICALLY** to each institution to which you have applied.

Teacher recommendations **MUST BE REQUESTED** directly from your teachers. Please provide each teacher with stamped envelopes addressed to your college(s) or university(ies) so that they may mail them directly to the college(s) or university(ies).

REMEMBER:

- ❖ **A COMPLETED TRANSCRIPT REQUEST FORM MUST ACCOMPANY EACH APPLICATION.**
- ❖ **IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES, PLEASE SEE YOUR COUNSELOR BEFORE SIGNING THE TRANSCRIPT REQUEST FORM.**