

# TRANSCRIPT/APPLICATION DOCUMENT

## REQUEST FORM

for CURRENT ETHS STUDENTS

CLASS OF 2019

Application Deadline Date: \_\_\_\_\_

**I am applying:**

Rolling Admission: \_\_\_\_\_

Priority Deadline: \_\_\_\_\_

Early Action (Non-Binding): \_\_\_\_\_

Early Decision (Binding): \_\_\_\_\_

Regular Decision: \_\_\_\_\_

See back of form for definitions.

PLEASE READ AND FOLLOW THE PROCEDURES ON THE BACK OF THIS FORM. COMPLETE ALL ITEMS BELOW AND PRINT CLEARLY.

➤ **1. Student Name:** \_\_\_\_\_ **Class of 20** \_\_\_\_\_

**I.D. #** \_\_\_\_\_ **Counselor:** \_\_\_\_\_

\_\_\_\_\_ [Student, please initial.] I already have submitted my application or I am finishing my application and will submit it by the college's application deadline.

➤ **2. I am submitting my application *online* using:**

the College/University Website       the Coalition Application (**Follow-up** via account at [www.mycoalition.org](http://www.mycoalition.org))

the Common Application *and*  I have completed the Common App Account Matching process\*

\*Student must show a screenshot of the Naviance Student "Colleges I'm Applying To" page to demonstrate that the matching process has been completed. See back of form for further instructions.

➤ **3. Check box for what applies to *this* transcript request:**

Transcript for college - First **3** transcripts are free; after 3rd request, \$5.00 for each additional transcript requested will be billed to student's account. For balance inquiries, please contact Student Accounts at 847-424-7110.

Transcript for scholarship application (**No fee**)

School requires student to self-report transcript information; no official transcript required. (**No fee**)

\*ETHS School Profile and the appropriate School Report form are automatically submitted with transcript.

\*Test Scores: ETHS does *not* send ACT or SAT test scores. Please go to [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org) (SAT) to have *official* scores sent to colleges.

➤ **4. I am requesting the following be sent with this request:**

Application *requires* a **Counselor Recommendation Letter** (You must have mandatory conference with counselor.)

Application Fee Waiver (For Common App schools, student must complete fee waiver request via Common App account.)

Early Decision Agreement (For Common App schools, student/parent must complete their part of the agreement using the student's Common App account at [www.commonapp.org](http://www.commonapp.org).)

AVID Program Letter of Explanation

Senior Studies Letter of Explanation

Transfer Transcript (Student must provide *one* official copy to counselor.)  Other \_\_\_\_\_

**Send to: Name, City & State** (Address & Zip Code if materials are to be mailed/Email if to be emailed.) No abbreviations, please.

<b>Name of Institution or Scholarship Organization:</b>		
Address:		Email:
City:	State:	Zip Code:

➤ **5. I have read the reverse side of this form,** and I authorize the release of the transcript, a letter of recommendation if required, and all other accompanying documents.

**\*\*\* PLEASE ALLOW UP TO 3 WEEKS FOR PROCESSING OF APPLICATION DOCUMENTS AND TRANSCRIPT \*\*\***

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Parent signature is required if student is under 18 years of age. If student is 18, write date of birth on line provided.)

OFFICE USE ONLY: (Please Date and Initial) Date logged and sent: \_\_\_\_\_

## REQUESTING TRANSCRIPT, COUNSELOR RECOMMENDATION LETTER & OTHER SCHOOL DOCUMENTS

- A.** A separate **TRANSCRIPT/APPLICATION DOCUMENT REQUEST FORM** must be completed for *each and every* application. Note that if you have taken high school courses somewhere other than ETHS, you also will need to request an official transcript from any/all of those previous educational institutions to be sent to each college to which you are applying in order to complete your application.
- B.** If you are requesting a letter of recommendation, you must set up a conference with your counselor. Before that conference, it is mandatory that you complete the **PRE-RECOMMENDATION INTERVIEW SURVEY** that is found in the "About Me" section of your Naviance Student account. Request Forms requiring a counselor recommendation letter will not be accepted for processing until this step has been completed.
- C.** Submit Request Form **directly** to your counselor's secretary. The secretary will keep a record of the date the request is received from the student. **The Counseling Office cannot assume responsibility for Transcript/Application Document Request Forms *not* handed directly to your counselor's secretary.**
- D.** To complete the **COMMON APP ACCOUNT MATCHING PROCESS**, you first must **register with [www.commonapp.org](http://www.commonapp.org) using the same name and e-mail address as used in your ETHS Naviance account.** In your Common App account, you must complete the "**current or most recent school segment**" of the Education section, **add at least one college** to My Colleges list, and **read & sign the FERPA Release Authorization** in the Recommenders & FERPA section of My Colleges tab. Then, go to your ETHS Naviance account and complete the matching process on your Colleges I'm Applying To page. Note that **each Common App college to which you apply must be added to the Dashboard in your Common App account before documents and transcript can be sent via Naviance.**
- E.** Specific schools that require the **SELF-REPORTED ACADEMIC RECORD (SRAR)** currently include but are not limited to the following: University of Illinois at Urbana-Champaign, Illinois State, the University of California system (Nov. 1-30), University of Minnesota, and Iowa State. Always refer to a school's website to check current requirements.
- F.** **ETHS does not send ACT or SAT test scores** to colleges. The **only way** you can arrange for the colleges to receive **OFFICIAL TEST SCORES is to have them sent directly from ACT or THE COLLEGE BOARD (SAT).** 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 [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org) . If you need help with that procedure, ask your counselor for details, or talk to the College & Career Services counselors & staff in the Hub.
- G.** Special note: **Seventh semester (mid-year) transcripts** are sent **automatically** to each institution to which you have applied.
- H.** **TEACHER RECOMMENDATIONS** must be **requested in person** from your teachers. If a teacher agrees to write a recommendation letter, follow-up by adding a request via the "Letters of Recommendation" link in the "Colleges" section of your Naviance account. Choose the teacher that you would like to write the recommendation *and* select the colleges for which the recommendation request is being made. Use the Note feature to notify the teacher of any early deadline. If your recommender is not a current ETHS teacher, please provide stamped envelopes addressed to your college(s) so that the recommender may mail the recommendation letter directly to the college(s).

### Types of Application Deadlines

**Rolling Admission** – Colleges review the application as soon as it is complete and return an admission decision usually in no more than four to six weeks. Some colleges may defer a decision until they receive seventh semester grades.

**Priority Deadline** – Colleges use priority deadlines to encourage students to apply early for best consideration in admission, scholarships, and sometimes housing. These colleges often admit the majority of their students by the priority deadline.

**Early Action (Non-Binding)** – Students apply early (typically in November) and receive a decision in advance of the college's regular decision response date (typically in December).

**Early Decision (Binding)** – Students make a commitment to attend their first-choice school where, if admitted, they will definitely enroll. The application and decision deadlines occur early. Students must withdraw all other applications if they are admitted.

**Regular Decision** – There is a specific deadline date for applying. The student is usually notified of the admissions decision by April 1 or April 15.