

## PROCEDURES FOR REQUESTING TRANSCRIPTS

### REQUESTING TRANSCRIPTS

Complete a TRANSCRIPT REQUEST FORM (reverse side) and submit this form with your application.

A few colleges request that preliminary data (sometimes called “Part I”) and the fee be sent to them before you submit the whole application. In those cases, mail Part I and the fee directly and request the transcript to be sent with the rest of the application.

### APPLICATIONS

Completed applications should be given to your Counselor’s Secretary with all supplemental materials. Applications should be submitted in an addressed envelope, using the high school’s return address (201 N. Scoville, Oak Park, IL 60302) with appropriate postage.

### DEADLINES

During peak periods, college applications can take more than three weeks to process. Know your deadlines and submit your applications in time for us to meet those deadlines. Do not include school holidays and vacations when you calculate the three to four weeks needed to process applications.

### MID YEAR REPORT

Some colleges request seventh semester transcripts (Mid Year Reports). Please turn in a stamped envelope for each Mid Year Report, along with the college’s Mid Year Report Form. Make sure you fill in the top part (especially your name!)

### REPORTING TEST SCORES TO COLLEGES

All ACT and SAT scores reported to the high school will appear on your transcript. Most colleges will accept these scores for admissions purposes. If you want to remove scores from your transcript, please see your Counselor for a Test Score Report Form.

We do not place PSAT, SAT II, or AP scores on transcripts.

If you did not have scores sent at the time you registered to take the tests and a college requests an “official” test score be sent, go online to the testing company to have your scores sent directly to the college from the testing company.

**\* \* \* OPRF HIGH SCHOOL CODE NUMBER 143-245 \* \* \***

### COMMON APPLICATION

After the Common Application is completed, please make copies for each college that you are applying to. Separate envelopes, applications, and transcript request forms must be submitted. However, only one Counselor Form needs to be turned in. We will make copies after your Counselor completes the form.

### REMEMBER

A COMPLETED TRANSCRIPT REQUEST FORM must accompany each application.

*If you have questions regarding these procedures,  
please see your Counselor before signing the Transcript Request Form.*



# OAK PARK AND RIVER FOREST HIGH SCHOOL

## Transcript Request Authorization Form

Name \_\_\_\_\_ College Deadline:   
Counselor \_\_\_\_\_ Date Submitted:

This form must be completed for each transcript you request to be sent. After reading the procedures on the back of this form, please check the appropriate boxes, provide the information requested, sign and date this form.

Name of Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

- \_\_\_\_\_ **Regular Decision**
- \_\_\_\_\_ **Early Decision**
- \_\_\_\_\_ **Early Action**

- \_\_\_\_\_ Application Attached and Signed
- \_\_\_\_\_ Application Fee Attached
- \_\_\_\_\_ Application Filed Electronically
- \_\_\_\_\_ Application Mailed By Student
- \_\_\_\_\_ Application Fee Paid
- \_\_\_\_\_ Mid Year Report (include separate envelope / mailed in February)
- \_\_\_\_\_ Test Scores on transcript (separate request form to add or remove scores)

\_\_\_\_\_  
Student Signature  
\_\_\_\_\_  
ID#  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature  
\_\_\_\_\_  
Parent or Guardian Name (PRINT)  
\_\_\_\_\_  
Date

*If the student is under 18 years of age, the parent or guardian, as well as the student, must sign this form.*

**Individual signatures must be provided for each request to release transcripts to specific post-secondary institutions, scholarship agencies, or for other purposes requested by the student.** Return this form to the student's Counselor at OPRFHS, 201 N. Scoville Avenue, Oak Park, IL 60302-2296.