

South Elgin High School Transcript Request/Release Form

Student Name: _____ ID #: _____ Birthday: _____

Grade: _____ Graduation Year: _____ Student Email: _____

Counselor: _____

I give South Elgin High School permission to send all transcripts and relevant academic information for the above listed student to any institution of higher education, branch of the military, employer, scholarship organization, educational agency, document transfer service, electronic application process, or collective application organization/service.

Student Signature: _____ Date: _____

*Parent Signature: _____ Date: _____

*Parent Signature is *required* for all current students regardless of age

List any schools or organizations that require a transcript and to which you have ***already applied***. Please email, or make an appointment with your counselor to add additional schools or organizations to this sheet. *Please allow up to 5 school days for requests to be processed.*

				For Office Use Only		
	Date	Pick Up or Mail	Name of Institution	Date Processed	Initials	Online
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ACT/SAT scores *are not* provided on the transcript. Scores must be sent to colleges and universities directly from the testing agency. **ACT:** www.actstudent.org **SAT:** sat.collegeboard.org

Final High School Transcripts must be requested the week of graduation. The FINAL TRANSCRIPT FORM will be distributed during graduation rehearsal. After graduation, all final transcript requests must be made by the individual student. Final transcripts will not be furnished on their behalf, or in their proxy, to anyone else regardless of familial or personal relation. All such requests must go through the South Elgin High School Registrar, Veronica Realzola. (veronicarealzola@u-46.org or 847-289-3760 ext 3690)

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