

Glenbard North High School Official Transcript Request Form



Carefully read the following information. Check each box to confirm that you have read the statement and completed the tasks listed.

- I understand that this form is for requesting *official transcripts only*. (Download an *unofficial transcript* on SchoolLinks. Select "School" and then "Record Requests.")
- I understand that I am responsible for managing all application deadlines. This includes requesting letters of recommendation from teachers. (We recommend making these requests at least two weeks in advance.)
- I understand that this form is the only notification to my counselor that I have completed one or more college applications.
- I am submitting this form at least *two weeks prior* to my earliest application deadline.
- I have added each college listed below to the College Application Manager on SchoolLinks.
- I have submitted each application via the Common Application or directly to the institution.
- I have updated each application's status to "Completed and Pending Results" on SchoolLinks.

NAME: _____ **DATE:** _____

ID: _____ **GRADUATION YEAR:** _____ **BIRTHDATE:** ____/____/____

COUNSELOR: *Circle your counselor's name.*

Arzeta Dailey Gebka Joyce-Guzman Kennedy Masse Shannon Thomas Walton

STUDENT SIGNATURE: _____

Complete this section for Common App schools.			Office Use Only				
School Name	Applied?	Updated SchoolLinks?	School Report	Counselor Rec	Written Eval	Midterm Report	Date Sent

Complete this section for all other schools.			Office Use Only		
School Name	Applied?	Updated SchoolLinks?	School Specific Form	Counselor Rec	Date Sent