

GLENBARD TRANSCRIPT REQUEST FORM

Name _____
Last First (Maiden)

Phone # (____) _____ Year of Graduation _____ ID# _____

Name of College/Scholarship _____

City State Zip Code

College/Scholarship Fax # (____) _____ Counselor _____

Birth Date ____/____/____ Student Signature _____

Please send the following:

Application Transcript Other _____

Applied on-line Application Deadline Date (if any) ____/____/____

Counselor/Secondary School Report:

Required Not Required Included Not included

Teacher Recommendations (if required):

_____ Included Mailed by teacher Submitted to counselor
_____ Included Mailed by teacher Submitted to counselor
_____ Included Mailed by teacher Submitted to counselor

Personal Statement or Essay: Included Submitted online Not required

Application Fees: Included Sent online Not required

Mid-Year Report: Required Not Required

(You are responsible for notifying the registrar of the need for a Mid-Year Report)

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- Please complete this form for each transcript request.
 - Please include **\$3.00** for each transcript requested. (Check, money order or cash only)
 - **Your application is your responsibility.** Applications are processed in the order in which they are received. *Please allow 10 days for your request to be processed.*
 - **No** Faxed or e-mailed requests for transcripts shall be honored.
 - **Official transcripts can only be mailed directly to institutions.**
 - Only unofficial transcripts can be released to individuals.
 - Alumni can mail this completed form and \$3.00 per request to their former high school.

(attn: Registrar's Office)

Glenbard East High School — 1014 S. Main St., Lombard, IL 60148

Glenbard North High School — 990 Kuhn Road, Carol Stream, IL 60188

Glenbard South High School — 23W200 Butterfield Road, Glen Ellyn, IL 60137

Glenbard West High School — 670 Crescent Blvd., Glen Ellyn, IL 60137

Internal Use Only:

Date received ____/____/____ Date sent ____/____/____ Appl. Fee \$ _____