

## Request for Transcript Instructions

Please download and complete the Transcript Release form found on page two of these instructions.

Completed requests must contain your **original signature**, and can be mailed to the school, delivered in person, faxed, or scanned/emailed to:

Patti Miller, Registrar  
Grayslake North High School  
1925 N. Route 83  
Grayslake, IL 60030

Fax: 847-986-3041

Email: [pmiller@d127.org](mailto:pmiller@d127.org)

**Alumni starting with Class of 2008:** Please include your **full name at the time of graduation** and your **birth date**. (If you request that an official copy of your transcript be sent directly to you, that transcript will be placed in a sealed envelope with an “official record” seal and placed in another envelope before being mailed you. Remember, for most institutions, a transcript is only official if it arrives to them unopened.)

*If you graduated prior to 2008, please contact Grayslake Central High School.*

**Students** who are 18 years or older must complete their own request with their own signature. The law does allow for parents of students who are older than 18, including alumni students who are currently out-of-state, to request transcripts on behalf of their students. Students who are under the age of 18 must have their parent or guardian’s signature on the request.

Please note: GNHS seniors should submit their transcript release forms to the College and Career Center along with applicable Guidance Counselor Forms. The Registrar will send your transcript and college application directly to the college or university of your choice.

**Please allow 5 (five) business days for your request to be processed.**

Transcripts cost \$1.00 each.

**Grayslake North High School**  
**Transcript Release**

**Please Print**

Student Name: \_\_\_\_\_

Counselor: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

*I hereby authorize Grayslake North High School to forward my transcript to the person, organization or institution indicated below.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Alumni, please provide phone number & birth date

\_\_\_\_\_  
**Parent Signature needed if student is under 18 years of age**

\_\_\_\_\_  
Full name of College, University, School, Scholarship

\_\_\_\_\_  
Deadline

\_\_\_\_\_  
Address of College, University, School, Scholarship

\_\_\_\_\_  
City, State, Zip

ACT/SAT scores are included on your transcript. If you do **NOT** want these scores on your transcript, please indicate here: \_\_\_\_\_

**I have attached \$1.00 for transcript fee\*\***

\*\* First 3 transcripts free for current students. No fee is required if transcript is for scholarship applications.

**Current Students, please check all that apply:**

I have attached the student portion of the application

I have attached the counselor portion of the application

I have attached a check for my application fee of \$\_\_\_\_\_ (if required)

I have electronically sent my application, only send transcript