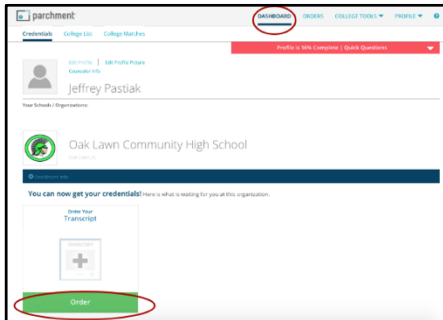


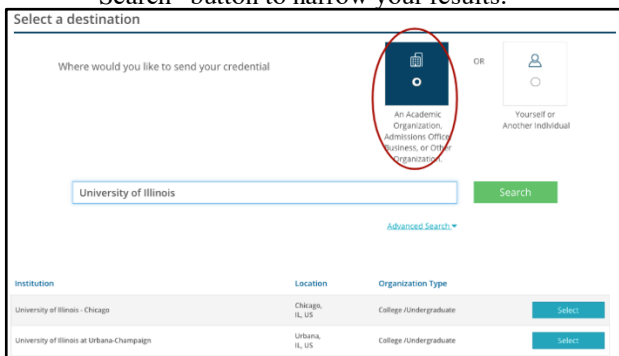
# Oak Lawn Community High School CURRENT Student Transcript Request

College and Scholarship Applications MUST be turned in at least 5 school days before the deadline to allow ample processing time. We cannot guarantee processing on time unless the above is followed.

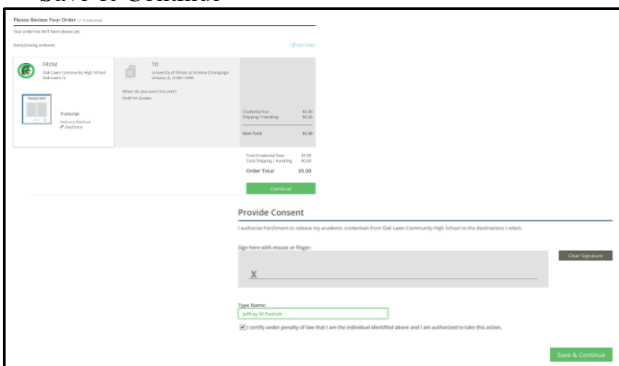
1. Log on to Parchment.com. If you have not created your account, do that FIRST using the email invite.
2. On the homepage, scroll down and click the green "Order" button.



3. Type the name of the school or organization and click "Search"  
Note: If too many options appear, use the "Advanced Search" button to narrow your results.



4. Review your order and click "Continue." Then, Sign in the space provided and type your name. Check the box and click "Save & Continue"



5. When you see the confirmation page, your request has been submitted and will be processed shortly.

**If you need ANY of the following documents printed and mailed in for your application, please complete the back of this form and give to your counselor:**

- Essay or Personal Statement
- Letter of Recommendation
- School Profile
- Counselor Page
- Fee Waiver

# Oak Lawn Community High School CURRENT Student Request for Documents

Please Print – NEATLY

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

OLCHS ID#: \_\_\_\_\_ Counselor: \_\_\_\_\_

Today's Date: \_\_\_\_\_

School or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I applied using the Common Application ([www.commonapp.org](http://www.commonapp.org))

Yes: Please provide the following:

Common App ID#: \_\_\_\_\_

*I understand that transcripts will be sent to ALL schools applied to through the Common App.*

Initials \_\_\_\_\_

No, I did not apply through Common App

I am requesting the following documents be sent (check as needed):

Document	Send Electronically	Form or Doc Attached	Need OLCHS form/letter
Fee Waiver			
Essay or Personal Statement			
Letter of Recommendation			
Counselor Page			
School Profile			

I understand that I may need to have my official test scores forwarded by the testing agency to the institutions to which I am applying. I hereby authorize Oak Lawn Community High School to forward my transcript and other supporting documentation to the institution or organization indicated above. Furthermore, I authorize Oak Lawn Community High School to release quarter grades and/or 7<sup>th</sup> semester grades when requested by the institution listed above.

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

FOR OFFICE USE ONLY (Staff please initial/date)					
Counselor Initials	Date Received from Student	Date Counselor to Secretary	Date Sent	Send Method	Log in Skyward
				US Mail	
				Common App	
				Other	