Oak Lawn Community High School CURRENT Student Transcript Request

College and Scholarship Applications MUST be turned in at least <u>5</u> 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.



 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.

Select a d	destination		\sim		
W	Where would you like to send your credential University of Illinois		An Academic Organization, Admissions Office russiness, or Other organization.	OR	Yourself or Another individual
					Search
			Advanced Search *		
Institution		Location	Organization Type		
University of Illin	ois - Chicago	Chicago, IL, US	College /Undergraduate		Select
University of Illin	ois at Urbana-Champaign	Urbana, IL, US	College /Undergraduate		Select

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

order has NUT been placed pet.							
(c)being ordered:		0					
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		Daal Oradiental Daw Toto Shiging J Randling Order Total Continue	95.00 95.00				
		Provide Conse					
		Sign here with mouse or		entials from Oak Lawn Cor	vmunity High School to the o	testmations I select.	Case Sego
		<u>x</u>					
		Type Name: Jeffrey M Pastiak					
		I certify under penalt	of law that I am the Ind	ividual identified above a	d i am authorized to take t	his action.	

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:

Counselor Page

- Essay or Personal Statement
 Letter of Recommendation
- School ProfileFee Waiver

Oak Lawn Community High School CURRENT Student Request for Documents

Please Print –	NEATLY
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Name:	
OLCHS ID#:	Counselor:
Today's Date:	
School or	
Mailing Address:	
City:	State: Zip:
I applied using the Com	nmon Application (<u>www.commonapp.org</u>)
Yes: Please provide th	he 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 herby 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 7th 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		