

## FOR CURRENT GNHS STUDENTS

### Steps to Order a *Transcript*:

- 1) Each time you apply to a college or a scholarship, you **MUST** complete at **Transcript Release Form**. The Transcript Release Form is available in the College and Career Center.
- 2) Once you have completed the Transcript Release Form, turn it into Ms. Geiger in the College and Career Center.
- 3) **If you are completing a college or scholarship application on paper**, include your application and any supporting documentation with your Transcript Release Form.
- 4) **Transcript Release Forms MUST be completed and returned to College Career Center at least ten working days before the college/scholarship deadline.**

### Steps to Request a *Teacher Letter of Recommendation*:

- 1) First you must submit your Transcript Release Form to the College and Career Center.
- 2) Ask your teacher if they would be willing to write a letter on your behalf. **Give your teacher plenty of time to write the best letter they can on your behalf!**
- 3) Once they have agreed to write your letter, login onto your Naviance Family Connection account.
- 4) Click on the "colleges" tab at the top of the page
- 5) Click on "colleges I'm applying to" under "my colleges".
- 6) Scroll down, click on "add/cancel requests" under Teacher Recommendations.
- 7) Click on the name of the teacher who will be writing your recommendation. In the note section you must indicate the college you would like the teacher to send your recommendation to.
- 8) Thoughtfully complete the Teacher Recommendation Questionnaire located under the "about me" tab, and save your answers once you are finished.
- 9) Inform your teacher that the questionnaire has been completed. They can access the form on Naviance.

## FOR ALUMNI

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

Jane Lane, Registrar  
Grayslake North High School  
1925 N. Route 83  
Grayslake, IL 60030

Fax: 847-986-3041  
Email: [jlane@d127.org](mailto:jlane@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 go back to main screens and change schools to Central High School.***

**Students** who are 18 years or older must complete their own request with their own signature. The law does not 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.