

# OAK PARK HIGH SCHOOL

## Transcript Request & FERPA Authorization

Name \_\_\_\_\_ OPHS Student i.d. \_\_\_\_\_

Date \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Signature \_\_\_\_\_ Date of Birth \_\_\_\_\_

Counselor \_\_\_\_\_ E-mail \_\_\_\_\_

**Check one kind of transcript:**

- \_\_\_ **Initial Transcript(s)** Includes all H.S. grades since the end of the last school year. Ordered from August through the end of S1.
- \_\_\_ **Mid-Year Transcript(s)** Includes S1 and all previous H.S. grades. Ordered from January until the end of S2.
- \_\_\_ **Final Transcript** Includes S1 & S2 grades and all previous H.S. grades and immunization records. Ordered after school ends in May.

**How many transcript(s):**

- \_\_\_ **Official transcript(s)** (for college, NCAA, employer, military, scholarships, summer program etc. . .)
- \_\_\_ **Unofficial transcript(s)** (for my own records)

**Transcript Fees - to be paid at the OPHS Student Store:**

- \_\_\_ \$2 for an unofficial transcript (requests ready within 5 business days)
- \_\_\_ \$5 for an emergency unofficial transcript (requests ready within 48 hours)
- \_\_\_ \$5 for an official transcript (ready within 5 business days)
- \_\_\_ \$10 for an emergency official transcript (requests ready within 48 hours)

➡ Please check the "Colleges I'm Applying" page in your Naviance account to determine whether you transcripts can be submitted electronically.



If you see either of these icons they should be submitted electronically. Please indicate **(ED)** below next to the schools/destinations that will be sent electronically.



If you see this icon the transcript must be mailed/delivered in a sealed envelope. Please indicate **(PA)** or **(H)** below next to the schools/destinations that will require transcripts in sealed envelopes.

**Check all the option(s) that apply to your transcript order.**

\_\_\_ **(ED)** Please indicate **(ED)** below next to the schools/NCAA destinations that will be sent electronically. **Important Note:** Alumni may not select the **(ED)** Electronic Delivery option.

\_\_\_ **(H)** Hold in the Office for me to pick-up. I understand that I am responsible for picking up and mailing the transcript(s). Please indicate **(H)** below next to the schools/destinations that you want your transcript "held" for.

\_\_\_ **(PA)** Please mail my transcript(s) in the pre-addressed, stamped envelope(s) I have provided to the OPHS Registrar. I understand that I am responsible for putting the correct mailing address and postage on the envelope(s). I will leave the return address blank on the envelopes I provide. Please indicate **(PA)** below next to the schools/destinations that you have provided pre-addressed, stamped envelopes for.

\_\_\_ **(PDF)** Email me a PDF copy of my transcript that I will use for any organization/program that is asking me for a PDF copy of my transcript. PDF transcripts are *unofficial*, so you should always discuss this option with your Counselor before ordering it. Please indicate **(PDF)** below with your email address.

\_\_\_ **(C)** Give transcript(s) to my Counselor. I have discussed this option with my Counselor. Please indicate **(C)** below next to the schools/destinations that you want given to your Counselor.

- Please list all the schools, and other destinations you want transcripts for below.
- Make sure to include the corresponding code (ED, H, PA or PDF) for each item.

- |          |           |
|----------|-----------|
| 1. _____ | 8. _____  |
| 2. _____ | 9. _____  |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

**For Office Use Only:**

\_\_\_\_\_ Counselor Approval Initial  
(For 1<sup>st</sup> order only)

\_\_\_\_\_ Transcript Fees Paid  
(\$ Amount)

Transcript(s) sent/printed on:

\_\_\_\_\_ (Date)

\_\_\_\_\_ Registrar Initials

**IMPORTANT - PLEASE COMPLETE THE FERPA RELEASE AUTHORIZATION BELOW**

The questions you will see below relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

☐ I have fully read and understood the FERPA Release Authorization explanation above

☐ I authorize Oak Park High School to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

**Please select one:**

☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

**If you do not waive your right please check below:**

☐ I have chosen not to waive my right to review my recommendations and supporting documents. I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead colleges to disregard any recommendations submitted on my behalf.

**Mandatory:**

☐ I understand that my waiver or no waiver selection above pertains to all colleges, scholarships, NCAA or other entities to which I am applying.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **(Date):** \_\_\_\_\_