

TRANSCRIPT REQUEST FORM

Please print this form, complete, sign and mail the appropriate fee to Lake Forest High School,
Attention: Transcript Office, 1285 N. McKinley Road, Lake Forest, IL 60045. If you are faxing this
request to the Transcript Office, you may do so at (847) 582-7792.

Effective July 1, 2008, the Lake Forest High School Board of Education approved the following change:
FEES: College – First 8 are free; each additional request is \$11.00 (Seniors Only)
All Others: \$3.00 each. Please make checks payable to Lake Forest High School.
If you are a prior graduate of Lake Forest High School, no fee is required.

STUDENT'S FULL NAME

As it appeared at graduation (please print): _____ Today's Date: _____

Telephone and/or Fax Number: _____ Year of Graduation: _____

Counselor: _____ For College: _____ Other: _____ Application Deadline: _____

College Name: _____ Please check one that applies:

Address: _____ Early Decision (binding)

_____ Early Action (non-binding)

City, State, Zip: _____ Rolling/Regular Admission

Address the 6X9 Envelope
Available in the Transcript Office

****DO NOT SEAL OR STAMP THE ENVELOPE****

_____ Please check here if counselor recommendation
is **REQUIRED** by THIS College

I understand that my ACT and SAT test scores are NOT included on my transcript and it is my responsibility to send my test scores to the college(s) of my choice. Please allow 3 – 4 weeks for your scores to arrive.

SIGNATURE: _____

Please allow 10 school days from your date of request for your transcript to be mailed. (Graduates allow 1-2 days to be mailed)

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Checks payable to: Lake Forest High School (If you are a prior graduate of Lake Forest High School, no fee is required)

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Date Mailed/Given/Faxed _____ Official Transcript _____ In sealed envelope with both labels _____ Unofficial: _____

Supporting Documents: Profile/Schedule/Secondary School Report _____ Counselor Rec. _____ Essay _____ Check _____

Common App. _____ Personal Stmt. _____ Application _____ Naviance Update _____ Fee _____ Paid _____