

HIGH SCHOOL RECORDS REQUEST PROCEDURE

ACADEMIC TRANSCRIPT

AN OFFICIAL HIGH SCHOOL TRANSCRIPT INCLUDES HIGH SCHOOL GRADES, CLASS RANK, GPA (GRADE POINT AVERAGE), AND CURRENT SCHEDULE.

NOTE: To have test scores sent it is necessary to contact the appropriate testing center.

SAT - www.collegeboard.com (690) 771-7600

ACT - www.act.org (319) 337-1270

1. Transcript requests can be accepted through the mail or in person. The form is available in the Counseling Center or on our web site (www.wwshts.org). A copy of a **photo ID with signature** must accompany each transcript request. E-mail and FAX requests are not accepted.
2. If a student is 18 or older he/she must request the transcript. Parents may sign for students under 18 years of age.
3. A \$5.00 processing fee is assessed for each transcript. **The fee is to be paid prior to the release of the transcript (official or unofficial.)** Checks are to be made payable to WWSHS. **Credit card payment is not accepted.**
4. Transcript requests will be processed within 10 school days of receipt. Please allow this time frame in your deadline.
5. Students who complete a college application on line must request an official transcript be sent to the college.
6. It is recommended that the completed college application accompany the official transcript.
7. **An official transcript can not be released to an individual. It must be mailed directly to the appropriate agency (school, scholarship, job) by Wheaton Warrenville South.**
8. The Registrar's office keeps a record of all transcripts sent.
9. A **"Final"** transcript (yellow request form) is required by all colleges as proof of high school graduation. Seniors complete this form once they have made their college choice. A student's college 2nd semester course registration may be delayed if the college does not have the second semester credits.

MEDICAL RECORDS

Physical and immunization records are kept in the Registrar's office on students graduating from Wheaton Warrenville South.

If you need to obtain your health records, please use the Transcript/Records Release form and check the immunization box on the form.

WHEATON WARRENVILLE SOUTH HIGH SCHOOL

Record Release Form

Please read **Records Release Procedure** carefully before completing this request form.

Complete this form and return to the address below with a \$5.00 processing fee (checks made payable to Wheaton Warrenville South High School). *Upon receipt of fee payment*, an official copy of your transcript will be forwarded within ten days to the provided address (personal copies are unofficial). Test scores (ACT, SAT) are not included in a transcript. They must be obtained directly from the testing center.

Mail form to: Wheaton Warrenville South High School

**Registrar
1993 Tiger Trail
Wheaton, IL 60187**

Date: _____ **Yr of Graduation:** _____ **Birth Date:** _____

Name: _____
Last name (maiden if applicable) First Middle

Home Address: _____

City: _____ **State:** _____ **Zip code** _____

Phone: _____

Reason: College Scholarship Job
Personal Athletics Immunization

If you applied On-Line, check here

Please forward a copy of my transcript to the following address:

Company, or College: _____

Address: _____

City, State, Zip: _____

Signature (Required): _____

ID	<input type="checkbox"/>	Official	<input type="checkbox"/>	Unofficial	<input type="checkbox"/>
Paid	<input type="checkbox"/>	Sent	<input type="checkbox"/>		