

**OFFICIAL
TRANSCRIPT
REQUEST**

Appleton North High School

5000 North Ballard Road
Appleton, WI 54913
Telephone: 920-832-4309
Fax: 920-993-7046

Counselors:
Therese Helein
Lori Krueger
Julie Prudom
Terry Werner

Office Use Only:

Date Received: _____ Date Mailed: _____
Date Faxed: _____ Date Emailed: _____
Date Given to Counselor: _____ Date Returned to Student: _____
-Transcript -ACT -SAT - Tri-Fold
- Schedule - Profile - Fee Wvr - Resume
-College Applic - College Applic -Common Applic - Ltr(s) of
On-line Form (Counselor Page) (Paper Form) Recomm Form
Secondary School - Scholarship Form - Insurance - Check Amount:
Report (Counselor Completed) Proof of Grades _____

(PLEASE PRINT NAME)

First Name: _____ Last Name: _____

Signature: _____

Name of Requesting Institution: _____

Mailing Address: _____

_____ P.O. Box: _____

City, State: _____ Zip-Code: _____

Country: (if outside the US): _____

Name of Requesting Institution: _____

Mailing Address: _____

_____ P.O. Box: _____

City, State: _____ Zip-Code: _____

Country: (if outside the US): _____

Name of Requesting Institution: _____

Mailing Address: _____

_____ P.O. Box: _____

City, State: _____ Zip-Code: _____

Country: (if outside the US): _____

Student Check List



- Did you pay your **one-time** \$5.00 Senior Processing Fee (see below for more details)?
- Did you send your “official” ACT/SAT score (see below for more details)?
- If you choose to send any letters of recommendation have you included them?

ACT/SAT SCORES: It is the student’s responsibility to send ACT and SAT scores to the colleges he/she is applying to. Most colleges require an “official” ACT/SAT score. In order to submit an “official” ACT or SAT score to the college, please contact www.actstudent.org (for ACT) or www.collegeboard.com (for SAT scores).

SENIOR PROCESSING FEE: There is a **one-time** fee of \$5.00 for seniors. This covers postage and copying costs for your college applications during your senior year. Please pay your \$5.00 to the Guidance Secretary (cash or check payable to Appleton North Guidance Office).

PROCESSING TIME: Due to the high volume of college applications processed in the North Guidance Office (1,200+ per year), please allow five business days for processing. Please allow for two weeks for the institution to process your transcript.

MID-YEAR AND FINAL TRANSCRIPTS: Mid-year and final transcripts are **not automatically sent**. Stop into the Guidance Office and complete the necessary form to have your transcript sent.