

**PLAINFIELD SOUTH HIGH SCHOOL
TRANSCRIPT RELEASE
TO BE USED FOR COLLEGES, UNIVERSITIES OR SCHOLARSHIPS**

Name	ID#:	Graduation Yr.:	Date:
Name of Institution:		Student Signature:	
Institution's Address:		Parent Signature:	
City:	State:	Zip:	
Your Counselor's Name:		Deadline (If Any)	

CHECK THE ITEMS(S) TO BE INCLUDED:

- | | |
|---|--|
| <input type="checkbox"/> Application & Transcript (Institution)
<input type="checkbox"/> Applied ON-LINE/SEND Transcript
<input type="checkbox"/> Counselor Recommendation Needed
<input type="checkbox"/> <i>STAMPED, COLLEGE ADDRESSED
ENVELOPE</i> (Be sure the postage and envelope is adequate for the application being mailed) | <input type="checkbox"/> Transcript ONLY
<input type="checkbox"/> College Application Fee
<input type="checkbox"/> Final Transcript (End of Year)
<input type="checkbox"/> Other items needed:
<hr/> <hr/> |
|---|--|

INSTRUCTIONS

1. Please fill out one form for EACH application. Bring in your completed form with all application fees
2. Applications are processed IN THE ORDER RECEIVED. You must allow 10 school days for processing.
3. Official transcripts cannot be requested if school fees are owed to PSHS.

All test results will be sent unless notified otherwise.

Office Use Date S. S. Received: _____ Date Sent: _____ Date Inst. Received: _____

Student Receipt for Application Packet

Student Name _____ Study Hall _____ Room _____

All components completed and mailed to college.

Incomplete missing necessary components (*It is your responsibility to come into Student Services and pick up your packet to complete missing information for resubmission.)

Counselor: _____

*Comments: _____
