



THE EWING PUBLIC SCHOOLS
Ewing High School

COUNSELING OFFICE, Extension 2112

900 Parkway Avenue, Ewing NJ 08618-2390
Phone 609-538-9800 Fax 609-771-9132

www.ewing.k12.nj.us

TRANSCRIPT REQUEST
For CURRENT Ewing High School Students

- To be completed IN FULL by student and given to your school counselor.
- One form must be completed for each institution/scholarship transcript requested.
- Transcripts will be processed in the order received. **ALLOW UP TO 10 BUSINESS DAYS TO PROCESS.**

PRIOR TO THIS TRANSCRIPT REQUEST BEING ACCEPTED BY YOUR SCHOOL COUNSELOR:

MY RECORD RELEASE IS COMPLETED AND SUBMITTED

Student's FIRST Name: _____		LAST: _____	
Date of Birth: _____		Grade: _____ Date: _____	
School Counselor: <input type="checkbox"/> FADEL <input type="checkbox"/> HAUGLAND <input type="checkbox"/> LIPPINCOTT <input type="checkbox"/> SIGNORE			

Institution/Scholarship Name: _____		Deadline: _____	
Street Address: _____			
City: _____		State: _____ Zip: _____	
<input type="checkbox"/> I am applying "Early Decision" to this school <i>Early Decision is binding. This means if you are accepted through Early Decision, you are committed to attending that school, and will withdraw any applications you may have submitted for the regular deadlines at other schools. You may not apply to more than one college under Early Decision.</i>			
<input type="checkbox"/> This institution/scholarship is already added into Naviance <input type="checkbox"/> I have submitted requests for teacher Letters of Recommendation (LORs) in Naviance <input type="checkbox"/> I am applying in Naviance via Common App <input type="checkbox"/> My Common App is matched in Naviance <input type="checkbox"/> I am applying in Naviance directly to the institution			
<i>Regarding SAT/ACT Scores: Due to many institutions going test-optional, please indicate if you want your SAT/ACT scores reported on the bottom of your official transcript. (Please Note: EHS can only report SAT/ACT scores if they have first been reported to our department.)</i>			
<input type="checkbox"/> YES , please include my SAT/ACT scores on my official transcript <input type="checkbox"/> NO , please remove my SAT/ACT scores from my official transcript			

PLEASE SEND: <input type="checkbox"/> Transcript		<input type="checkbox"/> Counselor's Recommendation		<input type="checkbox"/> Teacher Letters of Recommendation (LORs)	
				Minimum LORs required _____ Maximum LORs allowed _____	
LORs in order of preference: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____					
OFFICE USE ONLY Date Submitted: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____					
OFFICE USE ONLY:				Date Received _____	
Secretary _____ <input type="checkbox"/> NAVIANCE <input type="checkbox"/> US MAIL <input type="checkbox"/> OTHER _____				Date Completed _____	



INSTRUCTIONS TO COMPLETE A TRANSCRIPT REQUEST

Keep this page for your records!

- Each time a transcript is requested, a separate Transcript Request form is required.
- Transcript requests for all colleges/universities must also be completed in Naviance as they may be sent electronically to the college/university you have applied to. Follow these steps:
 1. Log into Naviance
 2. Select the “Colleges” tab
 3. Select “Colleges I’m applying to” underneath the “My college” heading
 4. Choose “Add colleges to this list”
 5. Select your school from the “Look up” list
 6. Indicate your decision type for each college
 7. Select “Add colleges” at the bottom of the page when finished
- Take as many copies of the Transcript Request form as you need. Copies are available in the Guidance Office or online (www.ewing.k12.nj.us → Ewing High School → Guidance Department → Records/Transcript Request → Current Seniors).
- **Student is responsible for submitting the college/scholarship application by the required deadline. Allow up to 10 business days for the processing of your transcript request. Requests for transcripts are processed in the order they are received.**
- Student is responsible for submitting his/her application and for paying appropriate fees to the college or university. Eligible students can request a fee waiver from the EHS Guidance Office. Please give THREE (3) days notice.
- Although SAT/ACT scores are printed on the transcript, it is the student’s responsibility to forward official SAT/ACT scores directly to the college/university through The College Board and/or The ACT Office, if requested by the college/university.
- If special handling is required, please make a note on the form, (some scholarships will be returned if not mailed according to the directions).