

# Instructions for FILLABLE Transcript Release Form

Current OPRF students should use our FILLABLE Transcript Release Form. This form can be used to request an official transcript for: seniors applying to college, for summer programs or internships, for scholarships, and for NCAA submission. The form can be accessed by clicking [HERE](#).

## Please keep these things in mind when submitting a Transcript Release Form:

- Fill out form COMPLETELY, starting with your name & information at the top. Then enter your college/university information:
  - Please make sure you include the full name of the college/university (enter “University of Iowa” rather than just “Iowa”) to avoid any confusion.
  - Indicate the type of application: “EA” (Early Action); “ED” (Early Decision – a legal and binding commitment to attend that particular college); “PRI” (Priority – usually an early submission date for first consideration for scholarships); “REG” (Regular Admission); “ROLLING” (the school has an open deadline and takes applications as they “roll in”).
  - BE SURE to check either “CA” if applying using the Common App, or “Direct” if using a college/university’s application on their website.
  - Fill in the due date. NOTE: This is the college/university’s specified deadline, not yours. Please do not enter a Nov. 1<sup>st</sup> deadline if you are applying for Regular Decision and the school lists that deadline as January 1<sup>st</sup>.
  - Initial ALL **applicable** statements in the lower section.
  - Type your name on the “Student Name” line and enter the date you are turning in your Transcript Release Form.
- Use the “Save As” function to save your document using “Transcript Release Form for (Insert your FULL NAME)” as the name of the new document. (You should have two PDFs now – one that is the blank, fillable Transcript Release Form, and one that is renamed using your full name.) You will now have a record of the Transcript Release Form that you submitted.
- Email the completed form to your counselor’s secretary for processing. To find your counselor’s secretary, see the list below:

**Ms. Harmon** / [bburton@oprfs.org](mailto:bburton@oprfs.org) Hanson, Herbst, Sherman

**TBD** / Ambrose, Cahill, Campbell

**Ms. Keyes** / [ckeyes@oprfs.org](mailto:ckeyes@oprfs.org) / Fuentes, Nixen, White

**TBD** Ojikutu, O’Keefe, Radziszewski

**Ms. Anderson** / [banderson@oprfs.org](mailto:banderson@oprfs.org) Lynch, Medina, Sponsler

- Please allow 48 hours for your counselor’s secretary to process your Transcript Release Form. You can verify that this has been done by checking your “Colleges I’m Applying To” in Naviance.
- Keep checking your OPRF Student email for communications from your counselor’s secretary, in case there are any questions or issues with your Transcript Release Form.
- **For seniors applying to colleges:** You must turn in your Transcript Release Form ***at least three weeks prior to your earliest application deadline***. Due to the high volume of transcript requests in the fall, if you do not turn it in three weeks prior to your deadline, there is no guarantee that your transcript will be sent in time to meet your deadline.

**Please email your counselor’s secretary if you have any questions, or if you would like to schedule a meeting to address any issues.** You can meet with the secretary, or she can arrange a meeting with your counselor, if you prefer.