

OAK PARK HIGH SCHOOL

2022-23 Transcript Request Form

Submit the form to Ms. Ramirez via email at kramirez@opusd.org. Submit payment at OPHS Front Office or through the [OPHS Webstore](#) and include proof of purchase (e.g. screenshot of receipt) in your email to Ms. Ramirez with the order form.

Students requesting transcripts be mailed via USPS should submit the form linked above with payment (cash or check payable to OPHS or proof of purchase from the webstore) **with stamped envelopes** via mail to OPHS 899 Kanan Road Oak Park, CA 91377 Attn: Kim Ramirez or place materials in the black mailbox outside the OPHS Front Office.

Directions: Fill in each box throughout the document with the requested information. Even one box left blank will result in your transcript order form being returned.

Name:
OPHS Student ID:
Date of Birth:
OPHS Email:
Counselor:

What type of transcript are you requesting?

- Initial Transcript - Shows grades from OPHS for all previous years completed. Typically ordered in August - December.
- Mid-Year Transcript - Shows grades from OPHS for all previous years completed and Semester 1 grades for current school year. Typically ordered in January - May.
- Final Transcript - Shows grades from OPHS for all previous years completed and Semester 1 and 2 grades for current school year. Typically ordered in June - July.

- Official Transcript - For colleges, NCAA, employer, military, scholarships, summer programs, etc.
- Unofficial Transcript - For your own personal records.

Type of Transcript Request (Initial, Mid-Year, Final):
How many OFFICIAL Transcripts?
How many UNOFFICIAL Transcripts?

\$2 for an unofficial transcript (requests ready within 5 business days)

\$5 for an rush unofficial transcript (requests ready within 48 hours)

\$5 for an official transcript (ready within 5 business days)

\$10 for an rush official transcript (requests requests ready within 48 hours)

Highlight **all** the option(s) that apply to your transcript order.

Electronic Delivery - Please indicate **(ED)** below next to the destinations that will be sent electronically via Naviance.

Original Mailed - Please mail my transcript(s) in the pre-addressed, stamped envelope(s) I have provided to the OPHS Registrar. I understand that I am responsible for putting the correct mailing address and postage on the envelope(s). I will leave the return address blank on the envelopes I provide. Please indicate **(OM)** below next to the destinations that you have provided envelopes for.

Unofficial PDF - Email me an UNOFFICIAL PDF copy of my transcript that I will use for any organization/program that is asking me for a PDF copy of my transcript. Please indicate **(PDF)** below with your email address.

Please list all the schools and/or other destinations you want transcripts for below. Make sure to include the corresponding code (ED, OM, or PDF) for each college.

[illegible]

IMPORTANT - PLEASE COMPLETE THE FERPA RELEASE AUTHORIZATION BELOW

The questions you will see below relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

Type your initials in the box to the right as a verification of the statement.

I have fully read and understood the FERPA Release Authorization explanation above.	
I authorize Oak Park High School to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.	

Please select one of the following statements by placing your initials in the box to the right.

I waive my right to review all recommendations and supporting documents submitted	
---	--

by me or on my behalf.	
I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.	

If you do not waive your right, please place your initials in the box to the right as a verification of the statement.

I have chosen not to waive my right to review my recommendations and supporting documents. I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead colleges to disregard any recommendations submitted on my behalf.	
---	--

MANDATORY FOR ALL - Type your initials in the box to the right as a verification of the statement.

I understand that my waiver or no waiver selection above pertains to all colleges, scholarships, NCAA or other entities to which I am applying.	
---	--

As a verification of this document in lieu of a signature, please type your full name and the date in the box below.

--