

Senior Transcript Request Form

Falls Church High School CEEB Code: 470792



Student Name (Last, First, Middle Initial)

Student ID

Counselor Name

Student's Email Address

Telephone (Student's Cell)

Telephone (Parent)

Transcripts must be requested at least thirty (30) school days prior to a college or scholarship deadline.

Falls Church does NOT mail standardized test scores (SAT, ACT, TOEFL) to colleges.

You must request them directly through College Board or ACT.

CONSENT FOR RELEASE OF STUDENT RECORDS IN SUPPORT OF POSTSECONDARY APPLICATIONS IS-111 (7/23)

Instructions for Use: This form is to be used by parents and/or guardians and students aged 18 or older to authorize Fairfax County Public Schools (FCPS) to release student records and related information to support student applications to colleges, universities, scholarship sponsors, employers, or other similar organizations. The student, parent and/or guardian will use a separate form, your school's transcript request form, to identify all schools and organizations to which records may be sent.

Consent: By my signature below, I authorize FCPS to release to schools or organizations identified on the student's school transcript request form any school records or other information requested by the school or organization in support of the application. This may include, but is not limited to, transcript, other school records, and any letters of recommendation written by FCPS employees. However, this authorization specifically excludes the release of discipline information.

By my signature below, I also authorize FCPS employees, including but not limited to, administrators, teachers, and counselors, to communicate with and respond to inquiries from the school or organization concerning my application and my credentials.

FCPS may release the required records and information by electronic or other means directly to the school or organization or to a service used by the school or organization to facilitate its application process. These services include, but are not limited to, the Common Application, Naviance Student, Coalition for College, and other services utilized by FCPS.

I understand that I am authorizing FCPS to send data to the colleges, scholarships, and other organizations listed on my transcript request form, typically via an electronic portal. When submitting my data electronically, FCPS will use the correct portal where the browser displays the padlock icon to indicate that the data is encrypted to the website. I acknowledge I am responsible for understanding the college's or organization's terms and privacy policy of how they will store, retain, and use this data prior to consenting to such release.

I also understand that I have the right to review or have copies of any records that FCPS transmits to the school or organization. If I have responded yes to the statement below, however, I have waived the right to review or have copies of any letters of recommendation written by FCPS employees.

If an application requires or requests a student's social security number (SSN), FCPS staff members should not enter the SSN on the student's behalf.

Yes, I waive my right to review or have copies of any letters of recommendation written by FCPS employees.

No, I do not waive my right to review or have copies of any letters of recommendation written by FCPS employees.




My signature below confirms that I have read and understand this consent form. I understand that this authorization will remain in effect until I withdraw this authorization in writing.

Note: Both parent and/or guardian and student are required to sign this form for students under age 18. Parent and/or guardian signature is not required if the student is aged 18 or over or attending a postsecondary school.

Student's Signature

Parent/Guardian's Signature (if student is under 18)

Student Name (Last, First, Middle Initial): _____

Print Neatly or Type: Name of College, Scholarship, or NCAA If applicable, please include specific campus and <u>CITY AND STATE</u>	College Application Deadline Date	Counselor Letter Y/N	Decision Type	Delivery Type: Common App.  Coalition Electronic (eDocs)  US Mail (M) 	Student Services Use Only	
					Date Submitted to Student Services	Date Submitted/ Mailed to School
			<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission	<input type="checkbox"/> Common App. <input type="checkbox"/> Coalition <input type="checkbox"/> Electronic (eDocs) <input type="checkbox"/> US Mail		
			<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission	<input type="checkbox"/> Common App. <input type="checkbox"/> Coalition <input type="checkbox"/> Electronic (eDocs) <input type="checkbox"/> US Mail		
			<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission	<input type="checkbox"/> Common App. <input type="checkbox"/> Coalition <input type="checkbox"/> Electronic (eDocs) <input type="checkbox"/> US Mail		
			<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission	<input type="checkbox"/> Common App. <input type="checkbox"/> Coalition <input type="checkbox"/> Electronic (eDocs) <input type="checkbox"/> US Mail		
			<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission	<input type="checkbox"/> Common App. <input type="checkbox"/> Coalition <input type="checkbox"/> Electronic (eDocs) <input type="checkbox"/> US Mail		
			<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission	<input type="checkbox"/> Common App. <input type="checkbox"/> Coalition <input type="checkbox"/> Electronic (eDocs) <input type="checkbox"/> US Mail		

IMPORTANT INFORMATION AND INSTRUCTIONS: You MUST submit a *Senior Questionnaire* via Google Doc Forms one month prior to first deadline. These forms can be found on the Falls Church High School website under Student Services then Counselor Letter of Recommendation.

Each transcript package mailed by Falls Church High School will include:

1. Your official transcript which lists all final grades through the end of your junior year, your cumulative grade point average and senior courses
2. Falls Church High School Profile
3. Secondary School Report and recommendation letter from your counselor if requested