

Senior Transcript Request Form

Falls Church High School CEEB Code: 470792



Student Name (Last, First, Middle Initial)

Student ID

Counselor Name

Student Email Address

Telephone (student's cell)

Telephone (parent's daytime)

- The first three (3) college transcripts are free. No postage is required.
- A \$5.00 fee will be required for **each** additional transcript. *Fees must be paid at the time of the request.*
- **Payment can be made by cash or check or online using www.myschoolbucks.com**
- Transcripts must be requested at least fifteen (15) 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

Instructions for Use: This form is to be used by parents and/or guardians or students aged 18 or older to authorize FCPS to release student records and related information to support student applications to colleges, universities, scholarship sponsors, employers, or other similar organizations. This consent form needs to be signed only once. The student, parent and/or guardian will identify all schools and organizations to which records may be sent.

By my signature below, I authorize FCPS to release to any school or organization identified by me on my school's transcript request form any of my school records or other information about me that is requested by the school or organization in support of my application. This may include, but is not limited to, my 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, and/or Family Connection, and other services approved by FCPS.

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.

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.

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

(Form – IS-111)

Student's Signature

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

Print Neatly or Type: Name of College, Scholarship, or NCAA If applicable, please include specific campus and City and State	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	Paid	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