



# WEST POTOMAC HIGH SCHOOL

## AUTHORIZATION FOR RELEASE OF STUDENT ACADEMIC TRANSCRIPT

Student Name: \_\_\_\_\_  
(Last Name, First Name, Middle Initial)

Student ID: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Deadlines:

- Transcript Request Forms must be submitted to your school counselor at least ONE MONTH (not including weekends/holidays) before the college application deadline (see deadline chart below).
- To request a counselor recommendation, you MUST submit a *Senior Information Form* to your school counselor by September 20th, 2024. (Teacher recommendations will not be sent by your school counselor.)

DEADLINE to bring <u>Transcript Request</u> to your Counselor	Application Deadline for College/University
September 16, 2024	October 15, 2024
October 1, 2024	November 1, 2024
October 15, 2024	November 15, 2024
October 31, 2024	December 1, 2024
December 2, 2024	January 1, 2025
December 16, 2024	January 15, 2025
January 6, 2025	February 1, 2025
January 15, 2025	February 15, 2025

**Rolling deadline: Transcript Request Forms are due to your school counselor at least one month prior to your application submission date.**

While every effort will be made to ensure the on-time arrival of school documents to your selected college/university, please acknowledge that by submitting this request(s) with less than a month before your due date, it cannot be guaranteed that your documents will arrive by the deadline. These documents may include (in part or total) your transcript, school profile, letter of recommendation, supplemental materials, and any other documents your college/university may be requesting.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Each transcript package will include:

- Your official transcript which lists all final grades through the end of your junior year, your cumulative GPA, and senior courses
- WPHS Secondary School Profile
- WPHS Secondary School Report
- Mid-year report including semester grades sent in February for all schools requested
- Final senior grades sent in June to the college you're attending, based on senior survey answers

**WPHS does NOT mail standardized test scores (SAT, ACT, TOEFL) to colleges.**

**You must request them directly through the College Board or ACT website.**



# 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 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.

\_\_\_\_\_  
Name of Student (Please print)

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent and/or Guardian (If student is under 18)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ School Counselor: \_\_\_\_\_



**WEST POTOMAC HIGH SCHOOL  
TRANSCRIPT REQUEST FORM**

<b><u>Print Neatly:</u></b> Name of College, Scholarship or NCAA Street Address City, State Zip Code	Application Deadline Date	Decision Type	Application Type	Counselor letter of rec required? (Yes/No)	Student Services Use Only		
					Counselor Verification (Initials)	Date Received	Date Submitted to School
		→ Early Action → Early Decision → Regular Decision → Rolling Admission → Priority	→ College/University App → Common App → Coalition App → Common Black College App → Scholarship App	→ Yes → No			
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