

FOX CHAPEL AREA HIGH SCHOOL TRANSCRIPT RELEASE FORM

CEEB/SCHOOL CODE: 393-620

Transcript Request Checklist - Read and check off each of the following:

- _____ I have read and understand the information on the back of this form.
- _____ I have provided ALL of the requested/required information below for EACH college.
- _____ If I am applying to a college using the Common Application, I have matched my CA account to my Naviance Account
- _____ If I am applying via Coalition, **I have invited my School Counselor.**
- _____ If I am requesting a letter of recommendation from my counselor, I have turned in a "Student Self-Assessment" to my counselor **AT LEAST 14 days** prior to my 1st college deadline!
- _____ I have requested any required letters of rec. from teachers & have followed up with those teachers, if needed.
- _____ This form is being handed to the School Counseling Office secretary **AT LEAST 10 SCHOOL DAYS** prior to the deadline!

STUDENT NAME _____ **Date:** _____

Email Address: _____

TEST SCORES: Answer YES or NO (MUST CHECK ONE ONLY) and Initial at the end.

SAT Scores* _____ **YES, include ALL *unofficial* SAT scores on transcript** OR _____ **NO SAT scores on transcript** **Initials**

ACT Scores* _____ **YES, include ALL *unofficial* ACT scores on transcript** OR _____ **NO ACT scores on transcript** _____

**If you wish to exercise "Score Choice" & report only certain test scores/dates, you MUST CHECK "NO" above & have your scores sent directly from College Board or ACT. We can only submit 1 transcript on Common App. so the test score reporting option you check above will apply to ALL colleges you apply to and will apply to in the future. Once submitted, the transcript cannot be edited on Common App.*

SEND TO: Name of College/University, Or Scholarship	Application Deadline	Indicate IF applying Early Action(EA) or Early Decision(ED)	Indicate how we should send you're your transcript – Common App (CA), Coalition (CO), Mail (M), or (E)Electronicallyvia <i>Naviance</i>	Counselor or School Form Required?	Counselor Letter of Rec. Required?

***I understand that it is my responsibility, as the student, to complete and send any supplemental materials included with my application(essays, resumes, application fees, paper applications, etc.)**

***I understand that it is my responsibility to ensure that my transcript and test scores were received, processed, and filed with the receiving Institution.**

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

FCAHS PROCEDURES FOR REQUESTING TRANSCRIPTS

- An official transcript is one that is sent directly from the high school or sealed in a signed envelope
- If a college/university does not accept transcripts electronically, you must submit this form to a Counseling Secretary along & indicate “Mail (M)” in the 4th column on the other side of this form.

REQUESTING TRANSCRIPTS	Submit the Transcript Request form and submit it to the Counseling Office. <u>Allow up to 10 SCHOOL DAYS for processing.</u>
SECONDARY SCHOOL REPORTS(SSR)	Some colleges may require a Counselor or School Report Form. This should be printed or emailed and submitted with the Transcript Release Form.
LETTERS OF RECOMMENDATION	If you are requesting a letter of recommendation from your Counselor, complete & submit the “Student Self Assessment” and submit it to your counselor. <u>Allow up to 2 weeks for your counselor to write your letter.</u>
COMMON APPLICATION(CA) OR COALITION APPLICATION(CO)	If you have applied to a college using the Common App(CA) you must match your CA account to Naviance via Naviance. If you applied via Coalition(CO), you must <u>invite</u> your counselor and recommenders(<i>please ask your recommenders for the email address that is linked with their Coalition accounts</i>). Mid-Year Reports are submitted by the counseling office and do NOT require a separate request.
DEADLINES	Transcripts will be sent within 10 SCHOOL days of the request being made. <u>Know your deadlines</u> and submit materials in time to meet those deadlines. (Do not include school holidays or weekends when you calculate the 10 school days needed to process your request.)
MARKING PERIOD GRADES AND MID-YEAR TRANSCRIPTS	If your college requests 1 st marking period grades you will need to see your counselor. All mid-year transcripts are automatically sent from our office for every senior.
REPORTING TEST SCORES -- IMPORTANT!	ACT and SAT scores reported to the high school will appear on your transcript and are considered UNOFFICIAL test scores. Please review your transcript to ensure that all of your test dates/scores appear on your transcript. <u>Check with colleges to see if they require test scores directly from the testing agency, which are official test scores.</u> <i>We can only submit 1 transcript on Common Application so the test score reporting option you check above will apply to ALL colleges you apply to and will apply to in the future. Once submitted, the transcript cannot be edited on Common App.</i> If you do NOT want your scores included on your transcript, you can indicate NO under “Test Scores” on this form. Once scores are removed, it becomes the student’s responsibility to send scores directly to the college.
TRANSCRIPT FEES FOR ALUMNI	There is a \$1 fee to process alumni transcripts which is submitted directly to the School Counseling office along with the transcript request form.
FINAL TRANSCRIPTS	The final transcript is sent for each senior based on the information the student provides in the Senior Final Survey in May.