

SOUTH LAKES HS COLLEGE APPLICATION RECORD & TRANSCRIPT REQUEST FORM

INSTRUCTIONS:

Submit a **Consent to Release Student Records** to Mrs. Gifford at the beginning of each school year. No records will be released without the consent form. Submit the **Senior & Parent Questionnaires** to your counselor at the beginning of the school year in order to obtain recommendations.

The first 3 transcripts are free of charge (10 for students on free/reduced lunch). Additional copies are \$5.00 per transcript. This INCLUDES self-report schools since SLHS still sends other records to those schools. There is no charge for scholarships & NCAA. Payment can be made by cash (exact change), check payable to SLHS, or MySchoolBucks (search the School Store for Transcripts.) **No records will be forwarded until the fees have been paid.**

Complete the following steps EVERY TIME you request student records for college or scholarship applications. You may submit multiple forms throughout the year (note the deadlines). **Please print neatly and provide all requested information on Page 2 of his form.**

1. Complete the student information at the top of the page
2. Enter one college or scholarship per row and provide all the requested information (note columns specific to colleges or scholarships.) Do not write in the area marked "For Student Services Use Only." Complete the certifications. A **parent/guardian signature (if student is NOT 18 years old) and student signature are required.**
3. **Turn in the form and necessary payment** to the Transcript Office (Rm. 311 in the Main Office.) **You must do this IN PERSON during the Transcript Office hours.** Attach payment or proof of online payment to the request form. **Requests must be received by SLHS at least 4 WEEKS before the college or scholarship deadline.** Common deadlines are listed in the table below.

NOTES:

- **Transcript Office Hours – Rm. 311 in Main Office:** Monday, Tuesday & Thursday – 7:30am-12:30pm; Wednesday – 10:30am-3:30pm
- **Test scores:** Transcripts do NOT display SAT or ACT scores. SLHS does NOT send test scores. If required, contact www.collegeboard.com (SAT) or www.actstudent.org (ACT) to have your test scores sent directly to the college and NCAA. **SLHS CEEB Code: 471826**
- **Prospective student-athletes:** If you have registered with NCAA, list "NCAA" in one row on your request. You must **also submit the NCAA Release Form to the Transcript Office.** If you attended any other HS outside of FCPS, you must also request that HS also send your transcript to NCAA.
- **What's next:** SLHS submits an application package to the college (includes as applicable: transcript with final grades through junior year, weighted GPA & senior courses, Secondary School Report, school profile & counselor recommendation.) Semester grades are automatically sent to all requested colleges. Final transcripts are automatically submitted to the college indicated on your Senior Survey (completed in May.) There is no additional charge for submitting semester grades or final transcripts.

DEADLINES

College Deadline	South Lakes Deadline
October 15	September 17
November 1	October 5
December 1	November 2
December 15	November 17
January 1	December 3
January 15	December 17
February 1	January 4
March 1 or After	February 1

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STUDENT NAME (LAST, FIRST, MIDDLE): _____ FCPS ID: _____

EMAIL: _____ CELL #: _____ COUNSELOR: _____

Name of College or Scholarship & Campus Location or Address	Deadline Date	COLLEGES				SCHOLARSHIP	For Student Services Use Only		
		What application will you use?	Transcript needed?	Counselor letter needed?	Decision Type	Delivery Method	Payment	Dates Processed	Delivery Method
		<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> School	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EA <input type="checkbox"/> ED <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Mail <input type="checkbox"/> Student Pickup		Ready: _____ Submitted: _____	<input type="checkbox"/> CA <input type="checkbox"/> EDoc <input type="checkbox"/> Mail <input type="checkbox"/> Other
		<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> School	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EA <input type="checkbox"/> ED <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Mail <input type="checkbox"/> Student Pickup		Ready: _____ Submitted: _____	<input type="checkbox"/> CA <input type="checkbox"/> EDoc <input type="checkbox"/> Mail <input type="checkbox"/> Other
		<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> School	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EA <input type="checkbox"/> ED <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Mail <input type="checkbox"/> Student Pickup		Ready: _____ Submitted: _____	<input type="checkbox"/> CA <input type="checkbox"/> EDoc <input type="checkbox"/> Mail <input type="checkbox"/> Other
		<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> School	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EA <input type="checkbox"/> ED <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Mail <input type="checkbox"/> Student Pickup		Ready: _____ Submitted: _____	<input type="checkbox"/> CA <input type="checkbox"/> EDoc <input type="checkbox"/> Mail <input type="checkbox"/> Other
		<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> School	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EA <input type="checkbox"/> ED <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Mail <input type="checkbox"/> Student Pickup		Ready: _____ Submitted: _____	<input type="checkbox"/> CA <input type="checkbox"/> EDoc <input type="checkbox"/> Mail <input type="checkbox"/> Other

I hereby request that South Lakes HS release the necessary official records of my student to the colleges/organizations listed. I understand that no records will be sent until the FCPS Consent Form is on file and all transcript fees are paid.

My student is on free/reduced lunch AND has completed the FCPS Consent to Share Information for Benefits for Other Programs: YES NO.

I authorize transmission of student records via email as needed: YES NO

Parents/Guardian Signature (if student is not 18)

Date

Student Signature