

South Lakes High School

2021-2022 College Application Records/Transcript Request

INSTRUCTIONS:

Required forms/paperwork:

- Submit a **Consent to Release Student Records** to the Transcript Assistant (in person) at the beginning of each school year. No records will be released without the consent form.
- Submit the **Student & Parent Input for Counselor Recommendations** to your counselor (via email or in person) at the beginning of the school year to obtain recommendations.
- Submit this **College Application Records/Transcript Request** to the Transcript Assistant (in person) for every college to which you apply. You may submit multiple forms during the school year.

Payment Information:

- 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.
- For the 2021-2022 school year, ALL PAYMENTS MUST BE MADE IN ADVANCE via check payable to SLHS, cash (exact change only) or by credit card via MySchoolBucks (search the School Store for "Transcript"). 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/type 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. Complete all columns under the heading COLLEGES for college applications (refer to college admissions websites for the correct information) and the SCHOLARSHIP column for 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 IN PERSON** the Transcript Office - Room 311 located in the Main Office along with necessary payment and one self addressed envelope with 2 STAMPS for records that must be mailed. **Requests must be received by SLHS at least 4 WEEKS before the college or scholarship deadline.** Common deadlines are listed in the table.

COMMON DEADLINES	
College Deadline	South Lakes Deadline
October 15	September 16
November 1	October 4
December 1	November 3
January 1	December 2
January 15	December 16
February 1	January 4
March 1 and later	February 1

NOTES:

- **Transcript Office:**
 - **Room 311 located in the Student Services area of the Main Office**
 - The Transcript Office is open 20 hours per week. Students are responsible for knowing office hours.
 - Monday, Tuesday, Thursday – 7:30am-12:30pm
 - Wednesday - 10:30am-3:30pm
 - Friday - CLOSED
- **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 or NAIA, list "**NCAA**" or "**NAIA**" in one row on your request. You must **also submit the NCAA Release Form to the Transcript Office.** NAIA does not have such a release. If you attended any other HS outside of FCPS, you must also request that HS also send your transcript to NCAA or NAIA.
- **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 sent to the college indicated on your Senior Survey (completed in May.) There is no additional form or payment required for semester and final transcripts.

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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				SCHOLARSHIPS	FOR STUDENT SERVICES USE ONLY		
		What application will you use?	Transcript needed?	Counselor letter needed?	Decision Type	Delivery Method	Payment	Dates Processed	Delivery Method
		Common App Coalition School	Yes No	Yes No	Early Act Early Dec Regular Rolling	Mail Student Pickup Other		Ready: _____ Submitted: _____	CA EDoc Mail Other
		Common App Coalition School	Yes No	Yes No	Early Act Early Dec Regular Rolling	Mail Student Pickup Other		Ready: _____ Submitted: _____	CA EDoc Mail Other
		Common App Coalition School	Yes No	Yes No	Early Act Early Dec Regular Rolling	Mail Student Pickup Other		Ready: _____ Submitted: _____	CA EDoc Mail Other
		Common App Coalition School	Yes No	Yes No	Early Act Early Dec Regular Rolling	Mail Student Pickup Other		Ready: _____ Submitted: _____	CA EDoc Mail Other
		Common App Coalition School	Yes No	Yes No	Early Act Early Dec Regular Rolling	Mail Student Pickup Other		Ready: _____ Submitted: _____	CA EDoc Mail 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 applicable payment is received.

I authorize transmission of student records via email as needed: YES NO I am eligible for free/reduced lunch: YES NO

Parents/Guardian Signature (if student is not 18)

Date

Student Signature