

Transcript Request Form

Centreville High School CEEB Code: 470549

TRANSCRIPT FEES: The first three college transcripts are free. Additional transcripts cost \$5 each. Scholarship transcript requests are free. There is an additional \$5 fee for each transcript request submitted past the deadline.

Student Name (Last, First, Middle)

Date of Birth

Student ID #

Phone Number

Graduation Year

Student E-Mail Address

Counselor Name

<p>College Application Deadline</p> <p>October 15 November 1 November 15 December 1 December 15 January 1 January 15 February 1</p>	<p>Transcript Request Deadline</p> <p>September 16 October 2 October 16 November 1 November 15 December 2 December 13 January 6</p>	<p>Most college transcript requests require a minimum of 30 days for processing. It is imperative that you PLAN AHEAD and follow the dates listed to the left. Late requests risk not being sent by the deadline.</p> <p>Self-Reporting Grades: A transcript request must be submitted for each college application.</p>	<p>TEST SCORES</p> <p>It is the responsibility of the student to request test scores from collegeboard.org or actstudent.org to be released to each college, university, or scholarship program to which they are applying.</p> <p>Centreville does not send test scores.</p>	<p>A transcript packet includes:</p> <ul style="list-style-type: none"> ✓ Official transcript (includes grades through junior year and senior year schedule) ✓ Secondary School Report ✓ Counselor Recommendation (if required by school) ✓ Centreville School Profile
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College Name/Scholarship Name College City & State Or Street Address for Scholarship	EA, ED, ED2 Regular, Rolling or On Site Admission	College/ Scholarship Application Deadline	Type of Application	Counselor Recommendation Required By College? Yes or No	Date Received	Fee Paid? (\$5 after the first three)	Date Sent To Counselor	Delivery Method: Common App, Mail or eDocs
			<input type="checkbox"/> Common Application* <input type="checkbox"/> Coalition Application <input type="checkbox"/> College-Specific App <input type="checkbox"/> Self-Report App					
			<input type="checkbox"/> Common Application* <input type="checkbox"/> Coalition Application <input type="checkbox"/> College-Specific App <input type="checkbox"/> Self-Report App					
			<input type="checkbox"/> Common Application* <input type="checkbox"/> Coalition Application <input type="checkbox"/> College-Specific App <input type="checkbox"/> Self-Report App					

*Common Application – Please create your common application account and invite the school counselor by the time you submit this form for your first common app school. Please use the counselors' fcps.edu email address when you invite them.

Per FCPS Form IS-111, your signature on that form authorized Centreville High School to release the above named student's official records to the colleges or scholarships listed on this form. In addition, you indicated whether or not you waived your right to access letters of recommendations written by FCPS employees.

My child is on Free/Reduced Lunch and I am requesting a fee waiver: Yes No

Return Completed & Signed form to
Student Services

Parent Signature

Student Signature

Date

CENTREVILLE HS TRANSCRIPT REQUEST PROCESS AND INFORMATION

- **Transcript Request Form (TRF):** Required for the school to send an official copy of the student transcript to a college, university or scholarship program. Please fill out a TRF for every official transcript that you are requesting. Complete the form with student/parent signature and return it to the Student Services office.
- **Consent for Release of Records (FCPS Form IS-111):** Before any transcript requests are processed, a signed Consent for Release of Records must be turned into the Transcript Office. This form must be signed by both the student and consenting parent in pen. This form must be filled out just one time and it will be good for the entire school with every request submitted on the TRF.
- **Test Scores:** It is the responsibility of the student to request test scores from collegeboard.org or actstudent.org to be released to each college, university, or scholarship program to which they are applying. **CHS does not send test scores.**
- **Self-Reported Grades and Test Scores:** Some colleges request that students include high school courses and grades and/or test scores in the application and do not require official transcripts or test scores be sent until the student is admitted and chooses to attend. **Centreville requires students to submit a transcript request on the TRF for each college application to ensure mid-year grades and any other requested documents are processed and sent.**
- **Fees:** The first 3 college application transcripts are free. All additional requests are \$5 each. Please bring the exact amount in cash or make checks payable to Centreville High School. There is an additional \$5 fee for each transcript request submitted past the deadline.

- ❖ We do not email transcripts and do not upload to individual college application portals.
- ❖ We use the Common Application, Naviance eDocs and the USPS to send transcript packets.
- ❖ We do not offer express mail or use courier services.

A complete Transcript Packet includes:

- ✓ **Official transcript** (includes grades through junior year and senior year schedule)
- ✓ **Secondary School Report**
- ✓ **Counselor Recommendation** (if required by school)
- ✓ **Centreville School Profile**

- **Letters of Recommendation:** Counselor and teacher recommendation letter requests require a **minimum of 30 days** for processing. Students need to submit a completed Counselor Recommendation Packet for a counselor recommendation to be written.
- **Teacher Recommendations:** These **ARE NOT** part of the Centreville transcript packet. If requested, they are to be sent separately by the teacher. Give the teacher the appropriate evaluation form or ask them for their e-mail to send the recommendation link. We highly recommend writing them a “thank you” note as well.
- **First Quarter Grades:** These are **only** released to colleges with regard to ED and some EA applications **if requested** by the specific college or university.
- **Seventh Semester and Final Grades:** Seventh semester (mid-year) grade reports with updated GPA are sent out automatically by the transcript office to each college/university for which the student has submitted a transcript request. Final transcripts with final GPA are also mailed out automatically to the college/university to which the student indicates they will be attending on the FCPS Senior Survey at the end of the year. Students do not need to submit additional TRF's for these grades.
- **NOTE:** All seniors are given an *unofficial transcript* at the start of the school year. We recommend making copies and keeping a scanned copy available for your use in completing applications. Be mindful that many scholarship applications will accept an unofficial copy of the transcript.