



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. This consent form needs to be signed only once. 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 any school or organization identified by me on my school's transcript request form any of my school records or other information about me that is requested by the school or organization in support of my application. This may include, but is not limited to, my 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 National Collegiate Athletic Association Eligibility Center, Common Application, Naviance, and/or Family Connection, Coalition for Access, Affordability, and Success, and other services approved by FCPS.

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 student's SSN on his or her 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.

Note: Both parent and/or guardian and student are required to sign this form. Parent and/or guardian signature is not required, if the student is aged 18 or over and attending a postsecondary school.

Name of Student (Please print)

Student ID

Date

Name of Parent

Transcript Request Form

Centreville High School CEEB Code: 470549

Student Name (Last, First, Middle)

Date of Birth

Student ID #

Phone Number

Graduation Year

Student E-Mail Address

Counselor Name

College Application	Transcript	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. Self-Reporting Grades: A transcript request must be submitted for each college application.	A transcript packet includes: <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
Deadline	Deadline		
October 15	September 16		
November 1	October 2		
November 15	October 16		
December 1	November 1		
December 15	November 15		
January 1	December 2		
January 15	December 13		
February 1	January 6		

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.
Centreville does not send test scores.

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
			<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

Scholarship requests and your first 3 transcript requests are free.
Additional transcript requests cost \$5 each. Your transcript fee balance should show in Myschoolbucks.com 1-2 weeks after you submitting your request. If you do not have a Myschoolbucks.com account yet, please create one .

**CLICK HERE WHEN DONE TO
TO SUBMIT**

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.

<ul style="list-style-type: none"> ❖ 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. 	<p>A complete 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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- **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.