Transcript Request Choice Form for the Unweighted/Weighted Average

This form must be completed before requests for transcripts are made in Naviance. The default average on all transcripts from Chattahoochee High School is weighted. If you wish to have institutions receive an unweighted average, then this form must be signed and submitted to Mrs. Movilla-Leal in counseling prior to making the transcript request in Naviance.

Definitions:
Weighted Transcript means the transcript includes the student's cumulative numeric average and final course grades *with* the 7 points/weights for Honors, Dual Enrollment, International Baccalaureate, and Advanced Placement. (What we standardly send)

Unweighted/Weighted Transcript means the transcript includes **both** the student's weighted average (as explained above) and the final cumulative average with course grades *excluding* the 7 honors points are reflected. (Unweighted/Weighted Choice option)

Student Name:

_____ _____
Last Name First Name

Parent Name:

_____ _____
Last Name First Name

I am requesting to have my son/daughter's transcripts reported with the Unweighted/Weighted average showing. I understand that the Naviance steps for requesting a transcript are to be completed after this form is submitted.

_____ _____
Parent Signature or student 18 years or older Date