

FOX CHAPEL AREA HIGH SCHOOL OFFICIAL TRANSCRIPT RELEASE FORM

Check all of the boxes below, indicating that you agree with each statement. Allow 10 days for transcript/application requests and a minimum of 2 weeks for a letter of recommendation request.

- I authorize the release of my school transcript and other relevant school records to the colleges, universities and scholarships to which I apply.
- I understand the teacher and counselor recommendations are confidential documents and hereby waive access to them.
- I acknowledge my obligation to be honest with my counselor and with the colleges to which I am applying.
- I understand that I am responsible for submitting my own TEST SCORES to my colleges(SAT/ACT/AP). Please review each college's testing policies under application requirements for how scores are to be submitted-
 1. SELF-REPORT
 2. OFFICIAL TEST SCORES WHICH ARE SENT FROM COLLEGE BOARD OR ACT
 3. OR CONSIDER A TEST-OPTIONAL POLICY IF AVAILABLE BY THE COLLEGE

****If you are a prospective athlete, check the box below.**

- I have reviewed the NCAA Division 1 & 2 academic requirements and how they relate to my transcript and potential eligibility.

STUDENT NAME _____ Graduation Year: _____

Email Address (Alumni only): _____

Where do you want your transcript SENT?: <small>List name of College/University, OR Name of Scholarship, Military Branch, etc. OR you can simply write "All Colleges in Common Application" if using CA for ALL college applications.</small>	List your Application Deadline. Review your college admissions sites for deadlines & definitions.	Check below HOW you applied to each of your colleges as this determines how we send your transcript/materials.	Are you requesting a counselor letter of recommendation? <small>(Senior Questionnaire must be completed in Naviance under "surveys")</small>
	Date: _____ <input type="checkbox"/> Rolling <input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision	<input type="checkbox"/> Common Application <input type="checkbox"/> Applied directly on college's website	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date: _____ <input type="checkbox"/> Rolling <input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision	<input type="checkbox"/> Common Application <input type="checkbox"/> Applied directly on college's website	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	Date: _____ <input type="checkbox"/> Rolling <input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision	<input type="checkbox"/> Common Application <input type="checkbox"/> Applied directly on college's website	<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing below, you are indicating that you reviewed this form and that you agree with the statements above.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

(Required if student is under the age of 18)

***I understand that it is my responsibility, as the student, to complete and send any supplemental materials included with my application(essays, official test scores, application fees, etc.) & to ensure that my transcript & test scores were received, processed, and filed with the receiving institution.**

FCAHS PROCEDURES FOR REQUESTING TRANSCRIPTS

An OFFICIAL transcript is one that is sent directly from the high school OR sealed in a signed envelope

REQUESTING TRANSCRIPTS	<p><i>Complete & Sign the Transcript Release form and submit it to the Counseling Office at least 10 days prior to any deadline. You must do this so that we have permission to send your official transcript.</i></p> <p>Add your colleges to your "Colleges I'm Applying To" list in Naviance by clicking the large pink plus sign. You MUST make sure you have the CORRECT DEADLINES listed after each college. Click the EDIT button to change deadlines.</p>
SECONDARY SCHOOL REPORT	<p>Some colleges may require a Counselor or School Report Form. This report is part of the Common Application & includes your transcript. If you are not applying via Common App. & your college requires a school report please be sure to email it to your counselor via your college application portal.</p>
LETTERS OF RECOMMENDATION	<p>If you are requesting a letter of recommendation from your Counselor, complete & submit the "Student Questionnaire for Counselor Letter" found under "Surveys" in your Naviance account. Complete that survey and submit it. <u>Allow up to 2 weeks for your counselor to write your letter.</u></p>
COMMON APPLICATION(CA)	<p>If you have applied to a college using the Common App(CA) you must match your CA account to Naviance.</p> <p>Mid-Year Reports/Transcripts are submitted by the counseling office automatically for all Common Application colleges that require it and do NOT require a separate request.</p> <p>You must submit a request in writing to your counselor for any non-common app. college that is requesting your mid-year transcript.</p>
DEADLINES	<p>Transcripts will be sent within 10 SCHOOL days of the request being made. <u>Know your deadlines</u> and submit materials ahead of your deadlines. (Do not include school holidays or weekends when you calculate the 10 school days needed to process your request.)</p>
1st QUARTER GRADES AND MID-YEAR TRANSCRIPTS	<p>If your college requests 1st quarter grades you will need to see your counselor. All mid-year transcripts are automatically sent for all colleges you applied to in Common App.</p>
SENDING ACT/SAT TEST SCORES- <u>IMPORTANT!</u>	<p>We do not send any test scores to your institutions. Check each of your college application requirements to determine if they require test scores directly from the testing agency, which are <u>official</u> test scores OR the college may permit you to self-report your test scores OR they may have a test-optional policy.</p>
TRANSCRIPT FEES FOR ALUMNI	<p>There is a \$1 fee to process alumni transcripts which is submitted directly to the School Counseling office along with the transcript request form.</p>
FINAL TRANSCRIPTS	<p>The final transcript is sent for each senior based on the information the student provides in the Senior Final Survey in May.</p>

