



**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY!**

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Transcripts:**

- Colleges that accept electronic transcripts are FREE.
- **Colleges that require mailed transcripts** are \$3.00 each. Pay by cash or check (payable to John Champe High School).
- **Transcripts for scholarships** are \$3.00 each. Pay by cash or check (payable to John Champe High School).

**Common App:**

If you are requesting a transcript for a Common App school, you must:

- Complete the FERPA waiver on the common app
- Match your common app in Family Connection

**Other Information:**

- There is a minimum of 10 business days to process request for transcripts.
- 7th semester grades will be mailed automatically to the schools listed in February.
- Final grades will be sent to the colleges selected on your end-of-year Senior survey.
- It is the student's responsibility to request standardized test scores be sent (AP, SAT, SAT II—www.collegeboard.org; ACT—www.actstudent.org).

#	Date	Name of College	Deadline	Delivery Method	Office Use Only
1			<input type="checkbox"/> Early Decision	<i>Circle one</i> 	<i>Fee</i>
	Do you need a COUNSELOR letter of recommendation? Yes No Are you sending any TEACHER letters of recommendation? Yes No Have you requested the letter through Family Connection? Yes No		Please list the teacher letters that should be sent with this application: 1) 2) 3)		<i>Completed in Naviance</i>
2			<input type="checkbox"/> Early Decision	<i>Circle One</i> 	<i>Fee</i>
	Do you need a COUNSELOR letter of recommendation? Yes No Are you sending any TEACHER letters of recommendation? Yes No Have you requested the letter through Family Connection? Yes No		Please list the teacher letters that should be sent with this application: 1) 2) 3)		<i>Completed in Naviance</i>
3			<input type="checkbox"/> Early Decision	<i>Circle One</i> 	<i>Fee</i>
	Do you need a COUNSELOR letter of recommendation? Yes No Are you sending any TEACHER letters of recommendation? Yes No Have you requested the letter through Family Connection? Yes No		Please list the teacher letters that should be sent with this application: 1) 2) 3)		<i>Completed in Naviance</i>

I hereby request that John Champe High School release the necessary official records of my child to the colleges/scholarship listed on this form. I understand that under the terms of the Federal Educational Rights & Privacy Act (FERPA), I waive my right to access the recommendation and/or any supporting documents submitted on my student's behalf.

Please sign below that you have read and understand the transcript request requirements and the information above is accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_