

RIVERSIDE HIGH SCHOOL - TRANSCRIPT RELEASE FORM



****Please submit this completed form to the School Counseling office
15 school days prior to your application deadline****

Who is your Counselor?

Rodgers Burke Asekhauno Harris Pangman Rizzo Wood

Type of Admissions (please check one):

Regular Decision Early Decision Early Action Rolling

I am submitting my application to this college with:

Common Application (Have you matched?) Coalition College Website Self-Report

Have you met with your Counselor? If yes, date _____ Yes No

Does this college/university require a counselor Letter of Recommendation? Yes No

*Senior/Parent Surveys will need to be submitted if you mark Yes

To match your Common App to your Naviance Student account, you must do the following:

1. Your Common App account must be created.
2. You must have completed the section that asks for your current high school information.
3. You must have entered at least one college in your Common App.
4. You must have reviewed and signed the FERPA agreement in your Common App.
5. Once these tasks are completed, you should open your Naviance Student account, go to the colleges tab, and click on colleges I'm applying to. Then you'll see the "account matching" box where you can match your accounts. Be careful to use the same email address to match your accounts that you used to create your Common App account. You can later add and delete colleges, and they will be automatically linked or deleted.

Office Use Only		
	Date	Initial
Form Received		
Transcript Released in Naviance		
Transcript/SSR/Profile Sent		
LOR Sent		

Transcript Release Form



Release of Student Records

****Please submit this completed form to the School Counseling office
15 school days prior to your application deadline****

Student Name: _____

Student ID: _____

By signing this form, I authorize LCPS to release my student records covered under the Family Educational Rights and Privacy Act (FERPA) to a third party; such as an institution of higher education, organization or scholarship committee. Student records are only available to those who have authorization from the student, parent or guardian. *By signing this form, I give permission for LCPS to send my student's academic records to the institutions requested by my student through the academic year.*

___ By checking this box, I waive my right to review letters of recommendation or information on the secondary school report form. Individual recommenders may choose to make the recommendation conditional on a signed waiver of access.

Parent Signature (if student is under 18)

Parent's Name – Printed

Students Signature

Date

College/University or Program	Address	Application Deadline

Transcripts:

- Colleges that accept electronic transcripts are FREE.
- Mid-year grades will be sent automatically to all requested schools after semester grades are finalized.
- Final grades will be sent to the college selected on your end-of-year Senior Survey.

Test Scores

- SAT Reasoning and Subject tests, Advanced Placement Exams, and ACT must be sent directly from the College Board or ACT at the request of the student.
 - www.collegeboard.org
 - www.act.org

Dual Enrollment Transcripts:

- Request your end of year DE transcript directly from the college awarding the DE credit (NOVA, JMU, GMU, or Shenandoah).
- LCPS DOES NOT send Dual Enrollment transcripts.

RIVERSIDE IS NOT RESPONSIBLE FOR SENDING OUT SAT/ACT SCORES