

LOUDOUN COUNTY PUBLIC SCHOOLS

Loudoun Valley High School – Transcript Request

Student Name: _____

Student ID: _____

Loudoun Valley High School requests a minimum of 2 weeks to process requests for transcripts & counselor letter of recommendation. Transcript requests will be processed during business hours Monday through Friday.

School, Organization, or Scholarship Sponsor	Address	Deadline	Date of Request	Date Processed (office use only)

Please check if using the Common Application:

- | | |
|--|---|
| <input type="checkbox"/> COMMON APPLICATION | <input type="checkbox"/> COMMON BLACK COLLEGE APPLICATION |
| <input type="checkbox"/> COALITION APPLICATION | <input type="checkbox"/> DIRECT TO INSTITUTION |

Is this a: *(please select the one that applies)*

- | | |
|---|---|
| <input type="checkbox"/> EARLY DECISION APPLICATION | <input type="checkbox"/> EARLY ACTION APPLICATION |
| <input type="checkbox"/> REGULAR DECISION APPLICATION | <input type="checkbox"/> ROLLING DECISION APPLICATION |

I request the School Counseling Office to send the following: *(please select as many as apply)*

- TRANSCRIPT
- SECONDARY SCHOOL REPORT *(we use our own form-no need to download)*
- COUNSELOR LETTER OF RECOMMENDATION
 - Complete [Student Insight Sheet](#)
 - Complete [Parent Insight Sheet](#)
- TEACHER LETTER OF RECOMMENDATION *(to be submitted through Naviance)*
 - Please write teacher's name(s): _____

College Application Deadline	Materials due to Counselor / Teacher
<i>October 15</i>	October 1
<i>November 1</i>	October 18
<i>November 15</i>	October 30
<i>December 1</i>	November 12
<i>December 15</i>	December 1
<i>January 1</i>	December 8
<i>January 15</i>	December 8
<i>February 1</i>	January 15
<i>March 1 and beyond</i>	February 16

SCHOOL COUNSELING USE ONLY

	Date	Initials
Date Received		
Logged in Naviance		
Counselor Recommendation		
Delivery Method <input type="checkbox"/> Electronic <input type="checkbox"/> Mailed		

**Email completed form to LVtranscriptrequest@lcps.org and follow up with your school counselor to ensure receipt. Complete both sides of form. Thank you!

8/20/2020



Transcript Release Form

Release of Student Records

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.
- I understand that I am responsible for requesting and sending my SAT, ACT, and SAT Subject Tests, if required, directly from The College Board or ACT, Inc.

Parent Signature (if student is under 18)

Parent's Name – Printed

Students Signature**

Date

Transcripts:

- 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.

Sending 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

COVID – 19 Addendum

- Please verify whether or not your school is SAT/ACT test optional
- Please check updated NCAA policies if you are a DI or DII student athlete at www.ncaa.org

Dual Enrollment Transcripts:

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

**Email completed form to LVtranscriptrequest@lcps.org and follow up with your school counselor to ensure receipt. Complete both sides of form. Thank you!