

# LOUDOUN COUNTY PUBLIC SCHOOLS



## 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.

\_\_\_\_\_  
Parent Signature (if student is under 18)

\_\_\_\_\_  
Parent's Name – Printed

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

School, Organization, or Scholarship Sponsor	Address	Deadline	Date of Request	Delivery Method (electronic/mailed)	Date Processed (office use only)
<i>FOR OFFICE USE ONLY</i>	<i>COMPLETE OTHER SIDE</i>	-----	-----	<input type="checkbox"/> electronic <input type="checkbox"/> mailed	

### Transcripts:

- Colleges that accept electronic transcripts are FREE.
- Colleges that require mailed transcripts are \$3.00 each. Pay by cash or check (payable to high school).
- 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](http://www.collegeboard.org)
  - [www.act.org](http://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.

## Loudoun Valley High School – Transcript Request

I hereby request that a transcript of the scholastic records, and, if applicable,  
the disciplinary record if requested, of

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

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

**Loudoun Valley High School requires a minimum of 2 weeks to process requests for transcripts & counselor letter of recommendation.**

College: \_\_\_\_\_

City, State: \_\_\_\_\_

*\*Please be specific- DO NOT use abbreviations*

Deadline: \_\_\_\_\_

Please check if using the Common Application:

- COMMON APPLICATION (*Teacher recommendations should be submitted through Family Connections.*)

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

- EARLY DECISION APPLICATION  
 EARLY ACTION APPLICATION  
 REGULAR DECISION APPLICATION  
 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  
 TEACHER LETTER OF RECOMMENDATION (*to be submitted through Family Connections*)

Please write teacher's name(s): \_\_\_\_\_

*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.*

College Application Deadline	Materials due to Counselor and/or Teacher
<i>November 1</i>	October 18
<i>November 15</i>	November 1
<i>December 1</i>	November 10
<i>December 15</i>	December 4
<i>January 1</i>	December 11
<i>January 15</i>	January 2
<i>February 1</i>	January 17
<i>March 1 and beyond</i>	February 15

**SCHOOL COUNSELING USE ONLY**

	Date	Initials
Date Received		
SSR		
Counselor Recommendation		
Logged in Naviance		
Mailed		