

# 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)
				<input type="checkbox"/> electronic <input type="checkbox"/> mailed	
				<input type="checkbox"/> electronic <input type="checkbox"/> mailed	
				<input type="checkbox"/> electronic <input type="checkbox"/> mailed	
				<input type="checkbox"/> electronic <input type="checkbox"/> mailed	
				<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 Tuscarora 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.

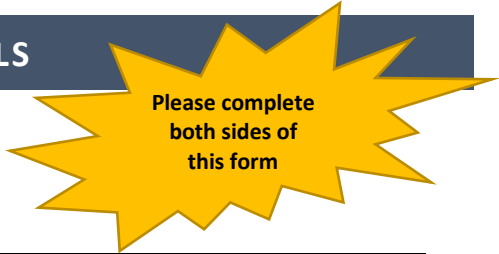
### Test Scores

- 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.

**Procedures for Tuscarora High School  
(CEEB Code: 471-232)**



In addition to the **reverse side** of this form, please answer the following questions for each of the transcripts requested.

Common App Schools:

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

Other Information:

- There is a minimum of **10 business days** to process request for transcripts
- See deadlines →

**Need Help?** Please refer to our website for step-by-step instructions <https://www.lcps.org/domain/11320>

College Application Deadline	Materials due to Counselor and/or Teacher
<b>October 15</b>	September 22
<b>November 1</b>	October 12
<b>November 15</b>	October 27
<b>December 1</b>	November 10
<b>December 15</b>	December 1
<b>January 1</b>	December 1
<b>January 15</b>	January 2
<b>February 1</b>	January 18
<b>February 15</b>	February 1
<b>March 1 and beyond</b>	February 14

Name of College			Are you applying Early Decision? (THS will only send one ED request)		Office Use Only
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fee
Do you need a COUNSELOR letter of recommendation?	Yes	No	Please list the teacher letters that should be sent with this application: 1) 2) 3)		Completed in Naviance
Are you sending any TEACHER letters of recommendation?	Yes	No			
Have you requested the letter through Family Connection?	Yes	No			
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fee
Do you need a COUNSELOR letter of recommendation?	Yes	No	Please list the teacher letters that should be sent with this application: 1) 2) 3)		Completed in Naviance
Are you sending any TEACHER letters of recommendation?	Yes	No			
Have you requested the letter through Family Connection?	Yes	No			
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fee
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Are you sending any TEACHER letters of recommendation?	Yes	No			
Have you requested the letter through Family Connection?	Yes	No			
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fee
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Are you sending any TEACHER letters of recommendation?	Yes	No			
Have you requested the letter through Family Connection?	Yes	No			