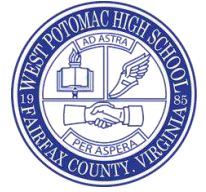




WEST POTOMAC HIGH SCHOOL TRANSCRIPT RELEASE OF RECORDS FORM

Records requests made less than 3 weeks before a deadline also will incur a **late fee of \$5.00 per transcript.**



Name _____

Daytime Phone (parent/guardian) _____

Please Print

Each student is responsible for submitting college applications and fees, and for ordering official test scores for each application. Our school **DOES NOT** mail test scores. You must request that your official scores be sent directly to the colleges (to request SAT scores: www.collegeboard.org and ACT scores: www.actstudent.org).

Please allow AT LEAST THREE WEEKS, not including holidays, before the college application deadline for processing time. Please refer to transcript request deadline guide available on the Student Services website for targeted dates to submit transcript request forms.

I request that West Potomac High School release the necessary official records of my student to the colleges/employers listed below. I understand there is no charge for the first three requests, but that each additional request will cost \$5.00 payable upon submission (checks payable to West Potomac High School) and that two stamps must be provided for each request (envelopes will be provided by WPHS). The fee is waived for all *scholarship* applications. Please see your counselor for a fee waiver if you have free/reduced lunch. I waive my right to read secondary school reports and recommendations.

* _____
Parent/Guardian Signature

Date

* _____
Student Signature

Date

Students must complete columns 2-7 only.

1	2	3	4	5	6	7	8	9	10
Date received in Student Services	Name of College, Scholarship or Employer City and State (if multiple campuses or not well known)	Applying via Common App?	Secondary School Report (SSR) Required?	Method of Application EA – Early Action ED – Early Decision RD – Regular Decision RL – Rolling P – Priority S – Scholarship H – Honors College	Application Due Date	Do you need a Counselor Letter of Rec	Date Submitted to College	Transcript Assistant Initials	Fee Paid/ Fee Waived Stamps Received
									N/C
									N/C
									N/C

Please see the back of this form for important information and instructions →

1	2	3	4	5	6	7	8	9	10
Date received in Student Services	Name of College, Scholarship or Employer City and State (if multiple campuses or not well known)	Applying via Common App?	Secondary School Report (SSR) Required?	Method of Application EA – Early Action ED – Early Decision RD – Regular Decision RL – Rolling P – Priority S – Scholarship H – Honors College	Application Due Date	Sent via Paper Or eDocs	Date Submitted to College	Transcript Assistant Initials	Fee Paid/ Fee Waived Stamps Received

IMPORTANT INFORMATION AND INSTRUCTIONS:

Each transcript package mailed by West Potomac High School will include:

1. Your official transcript (which lists all final grades through the end of your junior year, your cumulative grade point average (GPA) and senior courses).
2. West Potomac High School Profile and the Fairfax County Public Schools Profile.
3. Secondary School Report and/or Counselor Letter of Recommendation (if requested) from your school counselor:
 - **Please see your counselor to request a letter of recommendation.**

In addition, 7th semester grades will be sent to all schools who receive a transcript and final grades will be sent to school(s) which are selected by the student via the Senior Survey in May.

Teacher recommendations are your responsibility and will not be mailed by West Potomac High School, except ...

JMU and VA TECH will accept OPTIONAL letters of recommendation only if they are included as a part of our package. WPHS will agree to mail these letters if you provide them to Ms. Galeota by the following dates:



- **October 8, 2014 for Early Action /Early Decision.**
- **December 10, 2014 for Regular Decision.**

Please be sure to communicate clearly with Ms. Galeota if you want this optional letter included. If you have any questions regarding this form, please feel free to contact Ms. Galeota at 703-718-2550 or email her at EJGaleota@fcps.edu. You may also contact your school counselor. Thank you.