

SOUTH COUNTY HIGH SCHOOL TRANSCRIPT RELEASE OF RECORDS FORM

(Revised for Class of 2017)

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

Student Name _____ Telephone (student's cell) _____ Student Email _____
Please Print (Optional)

Telephone (parent's daytime) _____ Parent Email _____

Each student is responsible for submitting college applications and fees, and for ordering official test scores for each application. **SCHS 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.

I request that South County High School release the necessary official records of my child 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. I waive my right to read secondary school reports and recommendations.

* _____ * _____
Parent Signature Date Student Signature Date

Students must complete columns 1-4 only

1	2	3	4	5	6	7	8
Date you give this form to Student Services	Name of College, Scholarship or Employer City and State (if multiple campuses or not well known)	Method of Application EA – Early Action ED – Early Decision RD – Regular Decision RO – Rolling P – Priority S – Scholarship H – Honors College	Date Application is due at college for the type of application you are doing (See College Website)	Date SSR Received from Counselor Secondary School Report (SSR)	Date Records Mailed	Transcript Assistant Initials	Fee Paid
							N/C
							N/C
							N/C

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

1 Date you give this form to Student Services	2 Name of College, Scholarship or Employer City and State (if multiple campuses or not well known)	3 Method of Application EA – Early Action ED – Early Decision RD – Regular Decision RO – Rolling P – Priority S – Scholarship H – Honors College	4 Date Application is due at college for the type of application you are doing (See College Website)	5 Date SSR Received from Counselor Secondary School Report (SSR)	6 Date Records Mailed	7 Transcript Assistant Initials	8 Fee Paid

IMPORTANT INFORMATION AND INSTRUCTIONS:

Each transcript package mailed by South County 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. South County High School Profile and Fairfax County Public Schools Profile.
3. Secondary School Report from your Counselor:
 - o This includes a recommendation paragraph and evaluation of you from your counselor.

You must submit a Counselor Recommendation Form in early October – see your counselor if you have questions.

Teacher Recommendations are your responsibility and will not be mailed by South County High School, except ...

VA TECH will accept OPTIONAL letters of recommendation only if they are included as a part of our package.

SCHS will agree to mail these letters if you provide them to Mrs. Taranto by the following dates:

- **October 15, 2016 for Early Action /Early Decision**
- **December 15, 2016 for Regular Decision.**



Please be sure to communicate clearly with Mrs. Taranto if you want this optional letter included.

If you have any questions regarding this form, please feel free to contact Mrs. Taranto at 703-446-1632 or email her at cltaranto@feps.edu. You may also contact your school counselor. Thank you.