**ANNANDALE HIGH SCHOOL TRANSCRIPT REQUEST AND RELEASE OF RECORDS**

**\*Before submitting this form: Students MUST complete the “Colleges I’m thinking about” section in the “College Tab” of Family Connection\***

Transcript Packets will be mailed with: Your transcript [Final Grades (9th, 10th, 11th), your GPA, and your Work in Progress]

An AHS and FCPS Profile

A Counselor Recommendation, SSR, and Activity Sheet (if required)

**\*\*All requests MUST be submitted AT LEAST 3 weeks BEFORE the application’s deadline\*\***

|  |  |
| --- | --- |
| Mailed / Common App Transcripts – Required Materials | eDoc Transcripts – Required Materials |
| * \_\_\_\_\_ **AHS Envelopes** with **2 First Class Stamps**   + Addressed to the College’s Office of Admissions | * \_\_\_\_\_ Counselor Recommendation Form / Parent Brag Sheet |
| * \_\_\_\_\_ Activity Record (email a copy to the counselor) |
| * \_\_\_\_\_ Secondary School Report |  |
| * \_\_\_\_\_ Counselor Recommendation Form / Parent Brag Sheet |  |
| * \_\_\_\_\_ Activity Record (email a copy to the counselor) |  |
| * \_\_\_\_\_ Payment (The first 3 are free. Every additional transcript costs $5.00. Make checks payable to AHS.) | |

*\*No records will be forwarded until these fees are paid, even if the deadlines remain unmet.\**

Scholarship Transcript Request: The transcript will be in a sealed envelope that the student must mail with their scholarship package.

The first 3 scholarship transcripts are free. Each additional transcript costs $5.00

AHS **DOES NOT** send SAT or ACT scores. Request them at www.collegeboard.com or www.actstudent.org

**TYPES OF APPLICATIONS**:

Regular**:** Specific submission date.

(EA) Early Action: Apply & receive a decision before regular decision applications.

(ED) Early Decision: Students make a commitment to this college and if admitted, they definitely enroll.

Rolling**:** Applications are reviewed as they are submitted.

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NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNSELOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YES or NO) IB Diploma Candidate? \_\_\_\_\_\_ IBMYP Certificate Recipient? \_\_\_\_\_\_ IBCC Certificate Candidate? \_\_\_\_\_\_

**\*REQUIRED\*** Have you completed the “Colleges I’m thinking about” section in the “College Tab” of Family Connection? \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of College, Scholarship, or Employer  AND  City, State | EA, ED,  Regular,  Rolling | College Deadline | Mail  eDoc  Common App | SSR  (Yes/No) | Counselor Recommendation  (Yes/ No) | Date  Submitted | Date  Mailed/  Uploaded | Fee  Paid |
|  |  |  |  |  |  |  |  | N/C |
|  |  |  |  |  |  |  |  | N/C |
|  |  |  |  |  |  |  |  | N/C |
|  |  |  |  |  |  |  |  | 5.00 |
|  |  |  |  |  |  |  |  | 5.00 |
|  |  |  |  |  |  |  |  | 5.00 |
|  |  |  |  |  |  |  |  | 5.00 |
|  |  |  |  |  |  |  |  | 5.00 |

I hereby request that Annandale High School release the necessary official records to the colleges, service, or employers listed above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date Student Signature Date