

# Transcript Request Procedures

James Madison High School

Transcript Assistant: Linda Geary Phone: 703-319-2324 Email: Lkgeary@fcps.edu  
Hours: Monday - Friday 9:30am - 1:30pm

- An [FCPS Consent for Release of Student Records Form](#) must be on file in order for JMHS to release official transcripts to colleges and scholarship organizations. This form must have a parent/guardian signature. Regardless of their plans, all seniors are encouraged to submit this form in the fall of their senior year. This form is available in the Counseling Office or online [here](#):
  - JMHS website → Student Services → Transcript Requests
- A [James Madison Transcript Request Form](#) must be fully completed before any transcripts will be released to colleges or universities. This form is available in the Counseling Office or online [here](#):
  - JMHS website → Student Services → Transcript Requests
- All transcript requests must either be **EMAILED** OR given **DIRECTLY IN PERSON to the transcript assistant** (NOT the counselor). Mrs. Geary's hours are Monday - Friday, 9:30am - 1:30pm; she is not here before or after school, so plan accordingly. Mrs. Geary will process the requests and then pass the Request Form to the student's school counselor, who is responsible for sending the transcript to the college.

*Students must notify JMHS on the Transcript Request Form if they are applying to a **self-reporting** college.*

- **PLAN ACCORDINGLY!** A minimum of 30 calendar days is required before the application deadline. Late transcript requests are **NOT** guaranteed to be sent by the deadline.
- Complete your college application online and submit it directly to the college/university with your payment. NOTE: JMHS will send the transcript packet directly to the college/university. JMHS does not handle or submit the college application.
- Students are responsible for having official test scores sent directly from the College Board ([www.collegeboard.org](http://www.collegeboard.org)) and/or ACT ([www.act.org](http://www.act.org)). JMHS does not send test scores.

## PLAN AHEAD!

**Make sure you have talked with your school counselor and completed any necessary information (Student Self-Evaluation and Parent Information Form, etc.) if you are requesting a letter of recommendation.**

Updated 8/17/2022