

Transcript Request Procedures

Transcript Assistant: Mrs. Geary lkgeary@fcps.edu 703-319-2324
Monday - Friday 9:30am - 1:30pm

- The [FCPS Consent for Release of Student Records Form](#) must be on file in order for JMHS to release official transcripts to colleges and/or scholarship organizations. This form must have a parent/guardian signature unless the student is 18 years of age. Regardless of their plans, all seniors are encouraged to submit this form in the fall of their senior year. This form is available [here](#).
- The [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 available [here](#).
- 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 request and then pass the Transcript 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 college application deadline. **Late requests risk not being sent by the deadline.**
- Complete your college application online and submit it directly to the college/university with your college application fee. NOTE: JMHS will send the transcript packet directly to the college/university. JMHS does not handle or submit the college application.
- All students have access to their unofficial transcript through StudentVue (or ParentVue) > Course History > Unofficial Transcript.**

PLAN AHEAD!

Make sure you have communicated with your school counselor and competed any necessary information ([Student Self-Evaluation and Parent/Guardian Information Form](#), etc.) if you are requesting a letter of recommendation.

TRANSCRIPT

Student requests high school transcript (which will be sent to the college directly by JMHS).

An [FCPS Consent for Release of Student Records Form](#) must be on file in order for JMHS to send official transcripts.

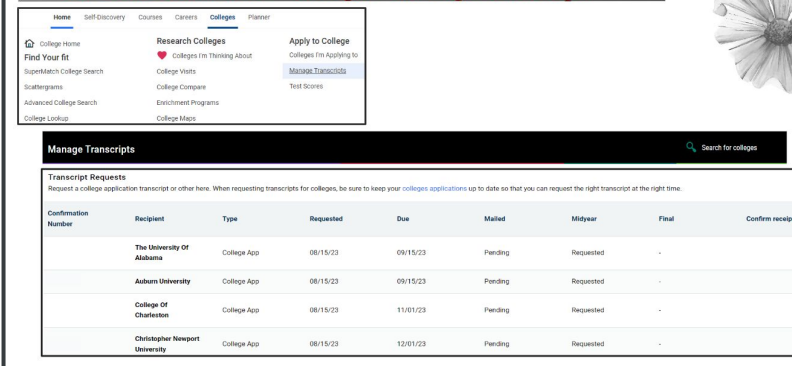
[JMHS Transcript Request Form](#) can be found on the JMHS website in the transcript section.

Student must request their transcripts at least 30 days prior to the college's application deadline.

Students are responsible for sending their official test scores. (if applicable) from the College Board and/or ACT. JMHS does not send test scores.

Look in Naviance to see when you requested your transcript and/or see when it was sent.

Q: How do I know if JMHS received my transcript request?
A: Look in Naviance > Colleges > Manage Transcripts



The screenshot shows the Naviance interface for managing transcripts. It includes a navigation menu at the top with options like Home, Self-Discovery, Courses, Careers, Colleges, and Planner. The main content area is titled 'Manage Transcripts' and contains a table of transcript requests. The table has columns for Confirmation Number, Recipient, Type, Requested, Due, Mailed, Midyear, Final, and Confirm receipt. Below the table, there is a search bar and a note about requesting transcripts for colleges.

| Confirmation Number | Recipient | Type | Requested | Due | Mailed | Midyear | Final | Confirm receipt |
|---------------------|--------------------------------|-------------|-----------|----------|---------|-----------|-------|-----------------|
| | The University Of Alabama | College App | 08/15/23 | 09/15/23 | Pending | Requested | - | |
| | Auburn University | College App | 08/15/23 | 09/15/23 | Pending | Requested | - | |
| | College Of Charleston | College App | 08/15/23 | 11/01/23 | Pending | Requested | - | |
| | Christopher Newport University | College App | 08/15/23 | 12/01/23 | Pending | Requested | - | |



Transcript Deadlines

JMHS Transcript Request Deadlines 2023-24 School Year



5/19/2023

The following dates reflect the most common college application deadlines. If your college's deadline is not listed, please note that transcript requests must be submitted at least **30 calendar days** prior to the college's deadline.

Students must submit a transcript request for each college to which they apply. Colleges that require students to self-report grades and courses (Self-Reported Academic Record) must still have a request on file.

| College Application Deadline | Transcript Request Deadline |
|------------------------------|-----------------------------|
| October 15 | September 15 |
| November 1 | September 29 |
| November 15 | October 13 |
| December 1 | November 1 |
| December 15 | November 15 |
| January 1 | December 1 |
| January 15 | December 13 |
| February 1 | January 3 |
| February 15 | January 12 |
| March 1 | February 1 |



James Madison Transcript Request/Student Records Release
CEEB Code: 472278

For Office Use Only:
Date Received: _____
Date to Counselor: _____

Student Name (Last, First, Middle Initial) _____ Student ID Number _____ Date of Birth _____ Graduation Year _____
Student Personal Email _____ Student Cell Phone _____

Check the items below before you give this form to the Transcript Specialist:

- Turn in [FCPS Consent for Release of Student Records Form \(IS-111\)](#) (complete this form only once)
- Create a Common App account at www.commonapp.org and add your counselor's email as a recommender (if applicable)
- Counselor:** _____
- If requesting counselor recommendation, complete [Student Self-Evaluation](#) (access with FCPS Google account) and [Parent Information Form](#) (downloads a fillable PDF) to submit by September 5, 2023.

| College Application Deadline | Transcript Request Deadline |
|------------------------------|-----------------------------|
| October 15 | September 15 |
| November 1 | September 29 |
| November 15 | October 13 |
| December 1 | November 1 |
| December 15 | November 15 |
| January 1 | December 1 |
| January 15 | December 13 |
| February 1 | January 3 |
| February 15 | January 12 |
| March 1 | February 1 |

IMPORTANT INFORMATION

- It is **imperative** that you **PLAN AHEAD** and follow the dates listed to the left. **Late requests risk not being sent by the deadline.**
- JMHS **does not** send standardized test scores to colleges. Students must request they be sent directly through College Board (www.collegeboard.org) or ACT (www.actstudent.org).
- **Students must submit a request for every college to which they will apply**, even if the college requires self-reported transcripts (Self-Reported Academic Record/SRAR). This form gives counselors permission to share information with colleges on your behalf, including senior year grades and a recommendation (if requested).
- **JMHS will automatically send mid-year grade reports (semester grades) in early February** to each college for which there is a request on file.

Student's Signature _____

Parent/Guardian Signature (if student is not 18) _____

TRANSCRIPT FORMS MUST BE EMAILED AS AN ATTACHMENT TO MRS. GEARY AT LGEARY@FCPS.EDU, MAILED, OR DROPPED OFF TO MRS. GEARY BETWEEN 9:30AM TO 1:30PM, MONDAY TO FRIDAY.

| Name of College/Scholarship Address City, State Zip Code | College Deadline Date | Decision Type?*(ED, ED II, EA, REA, PRI, RD, Rolling) | What application will you use to apply? Common App, Coalition, or Other | Counselor Rec Letter Needed? | For Student Services Use Only | |
|--|-----------------------|--|---|---|---------------------------------|---|
| | | | | | Date Sent from Student Services | Delivery Method |
| | | | <input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> Other | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> CA <input type="checkbox"/> eDocs <input type="checkbox"/> Other |
| | | | <input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> Other | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> CA <input type="checkbox"/> eDocs <input type="checkbox"/> Other |
| | | | <input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> Other | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> CA <input type="checkbox"/> eDocs <input type="checkbox"/> Other |
| | | | <input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> Other | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> CA <input type="checkbox"/> eDocs <input type="checkbox"/> Other |
| | | | <input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> Other | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> CA <input type="checkbox"/> eDocs <input type="checkbox"/> Other |
| | | | <input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> Other | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> CA <input type="checkbox"/> eDocs <input type="checkbox"/> Other |

* ED - Early Decision, EDII - Early Decision II, EA - Early Action, REA - Restrictive Early Action, PRI - Priority, RD - Regular Decision, ROLLING - Indicate when you plan on submitting your application

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