



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)
- If applicable, create a Common App account at www.commonapp.org and add your counselor's email) as a recommender (use @fcps.edu)
- Counselor: _____
- If requesting counselor recommendation, complete [Student Self-Evaluation](#) (access with FCPS Google account) and [Parent/Guardian Information Form](#) (downloads a fillable PDF) to submit by September 3, 2024.

College Application Deadline	Transcript Request Deadline
October 15	September 13
November 1	October 1
November 15	October 15
December 1	October 31
December 15	November 15
January 1	December 2
January 15	December 13
February 1	January 6
February 15	January 15

IMPORTANT INFORMATION

- **Students must submit a request for every college to which they 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 **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).
- JMHS will automatically send mid-year grade reports (semester grades) in early February to each college for which there is a request on file.

PLAN AHEAD and follow the dates listed above. Late requests risk not being sent by the deadline.

Student's Signature _____

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

TRANSCRIPT FORMS MUST BE EMAILED AS AN ATTACHMENT TO MRS. GEARY AT LKGEARY@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?*(see below) ED, ED II EA REA PRI RD Rolling	What application will you use to apply? Common App, Coalition, or Other	Counselor Rec Letter Requested? Note: Some colleges don't accept letters as part of their application.	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
			<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

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