Transcript Request Procedures

Transcript Assistant: Mrs. Geary lkgearv@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 <u>James Madison Transcript Request Form</u> 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 beings 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 (<u>Student Self-Evaluation and Parent/Guardian Information Form</u>, 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 <u>FCPS Consent for Release of Student Records Form</u> must be on file in order for JMHS to send official transcripts.

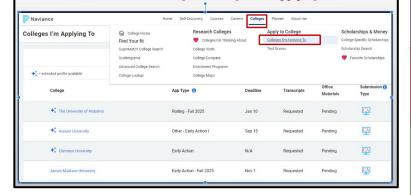
<u>JMHS Transcript Request Form</u> can be found on the JMHS website in the transcript section.

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 <u>Naviance</u> 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 > Colleges I'm Applying To



Transcript Deadlines

JMHS Transcript Request Deadlines 2024-25 School Year

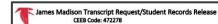


The following dates reflect the most common college application deadlines. If your college's deadline is not listed, please note that transcript requests must be submitted at least 30 calendar days prior to the college's deadline.

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 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		
March 1	February 1		

Available here on the JMHS website.



For Office Use Only:

Student Name (Last, First, Middle Initial) Student ID Number Graduation Available here on Student Personal Email Student Cell Phone the JMHS website.

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)
- ☐ If requesting counselor recommendation, complete <u>Student Self-Evaluation</u> (access with FCPS Google account) and <u>Parent/Guardian</u> 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			

sent by the deadline

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

S MUST BE EMAILED AS AN ATTACHMENT TO MRS. GEARY AT <u>LKGE ARY DETECT, EDUL</u> 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	Decision Type?* two 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				Date Sent from Student Services	Delivery Method
			Cowificen Other	☐ Yes☐ No		CA eDocs
			Covinion App Covinion Other	☐ Yes ☐ No		CA effects
			Continen App Coalition	☐ Yes ☐ No		CA eDocs
			Continue App Coulitien Other	☐ Yes ☐ No		CA eDocs
			Conimon App Coalition Other	☐ Yes ☐ No		CA eDocs
			Coalition Other	☐ Yes ☐ No		CA eDocs
			Common App Coulition Other	☐ Yes ☐ No		CA eDocs

*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

NANSCRIPT FORMS MUST BE EMAILED AS AN ATTACHMENT TO MRS. GEARY AT LIGGE<u>ARY INFOCES, EQU.</u> MAILED, OR DROPPED OFF TO MRS. GEARY BETWEEN 9:30AM TO 1:30PM, MONDAY TO FRIDAY