Directions for completing the West Springfield High School Transcript Request Form:

STEP 1

- Schedule a "Senior One-on-One meeting" with your counselor (even if you are not requesting a recommendation).
- If needing a counselor recommendation, complete the Senior Packet (you will receive the link from your counselor through Naviance Student). Complete the information and submit it. This must be completed **at least three school weeks** prior to submitting a request for a counselor recommendation.
- Contact SAT (collegeboard.com) or ACT (actstudent.org) to have your test scores sent directly to the college. **Your West Springfield transcript does not display SAT or ACT scores.**

STEP 2 - Checklist:

- Complete the information requested on the form. More than 6 requests? Add them to another Transcript Request Form.
- Both the parent and the student must sign the authorization on the form.
- For schools which are NOT through Common Application or Naviance eDocs, provide an addressed stamped (one first class stamp per envelope) business letter-size envelope for each college/scholarship application. Blank envelopes are available in the Student Services Office**. If a 9"x13" envelope is used, provide four first class stamps.** To find out which schools need envelopes, see the 2019-2020 College Naviance List in the Document Resources section of Student Naviance.
- When transcripts are needed for service academy appointments or scholarships (where the official transcript must be included in a packet that is mailed by the student), mark "pick up" in the Method of Submission column and the transcript will be placed in a signed and sealed envelope that can be picked up the next school day. The transcript is not to be opened or it will no longer be considered official.
- Attach Secondary School Reports or School Counselor Recommendation Forms, if required by the school. Sign or complete the student portion before you turn them in with this form.
- Submit payment in the form of cash, check or money order payable to "WSHS". The first three are furnished free of charge. Additional transcripts are $5.00 per transcript. **If a transcript request is made after the WSHS Student Services' Designated Deadline (see below), there will be an additional late fee of $5.00 per transcript. No records will be forwarded until the fee has been paid**.
- The **Student Services' Designated Deadline** for the 2019-20 school year is:

  October 2, 2019 for transcripts due to the college by November 1
  October 16, 2019 for transcripts due to the college by November 15
  October 30, 2019 for transcripts due to the college by December 1
  November 13, 2019 for transcripts due to the college by January 1
  December 4, 2019 for transcripts due to the college by January 15
  January 8, 2020 for transcripts due to the college by February 1

  Those colleges which are rolling admissions and do not have a specific deadline, allow at least 3 school weeks (do not include weekdays when school is not in session) For scholarships, allow at least 3 schools days for processing

- **Turn in the form, stamped/addressed envelopes, payment, and any other required forms to the** Transcript Assistant**, Mrs. Lois Kurth.**

WHAT'S NEXT?

A transcript packet is mailed or sent electronically from WSHS. It will include a WSHS/FCPS Profile and your transcript, which lists all final grades through the end of your junior year, your weighted GPA and your senior class schedule.

2019-2020 West Springfield High School Transcript Request Form

Student's Name (Last, first and middle initial)_____ Student ID# _____

Student's Email Address _____

Authorization: I hereby authorize West Springfield High School to release any information that may be requested to any colleges, employers, or scholarship agencies that are listed on this Transcript Request Form. I understand the first 3 transcripts are free and additional transcripts are $5 each payable when this form is submitted on time. Also, I will pay any late fees that apply. No records will be forwarded until the fee is paid, even if the college deadline remains unmet.

Parent Signature:_____Date: _____

Student Signature:_____Date: _____

I participate in the CPP or Free/Reduced Lunch Program (check if yes):☐

Date of Request	College or Scholarship Name, City, and State (Name of School, Scholarship, or Congressman/Senator)	Application Type (Regular Dec., Early Action, Early Decision, Rolling, Priority, etc.)	Date Due at College or Organization	Method of Submission (Common App, MyCoalition, eDocs, or Mail)	Counselor Recommendation Needed? (Yes or No)	School Report Needed? (Yes or No)	Fee Paid?	Student Services Date to Counselor (Leave Blank)	Student Services Date Sent (Leave Blank)
1.		Other			No	No	N/C		
2.		Other			No	No	N/C		
3.		Other			No	No	N/C		
4.		Other			No	No	$5		
5.		Other			No	No	$5		
6.		Other			No	No	$5		