

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

### **STEP 1**

- If your counselor's recommendation is needed, schedule a "Senior One-on-One" meeting with your counselor. Complete the Senior Packet (you have received the link from your counselor), and submit it. Schedule your meeting and send your packet, **at least three school weeks** prior to the college deadline for your counselor's 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 as well as Consent for Release of Student Records in Support of Postsecondary Applications (Form IS-111). Both forms, once completed, are to be emailed to the Transcript Assistant, Mrs. Lois Kurth, at [lakurth@fcps.edu](mailto:lakurth@fcps.edu).
  - For schools where you are NOT applying using the Common Application, Coalition, 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 Main Office. JMU, Shenandoah, and Liberty Universities are all Naviance eDocs schools where transcripts can be sent electronically, instead of being mailed.
  - 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 "to student" in the Submitting my Application Using column, and Mrs. Kurth will email you and set up a time for you to pick them up. The transcript is not to be opened or it will no longer be considered official.
  - Attach Secondary School Reports forms or School Counselor Recommendation forms, if required by the school. Sign or complete the student portion of these forms before you turn them in with this form.
  - Submit payment through the following link: <https://www.myschoolbucks.com/ver2/getmain?requestAction=home>  
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 Deadlines** for the 2021-22 school year is:

October 5, 2021 for transcripts due to the college by November 1	November 12, 2021 for transcripts due to the college by January 1
October 12, 2021 for transcripts due to the college by November 15	December 3, 2021 for transcripts due to the college by January 15
October 29, 2021 for transcripts due to the college by December 1	January 7, 2022 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.
- **Email this Transcript Request Form, and the Consent Form (IS-111), to Mrs. Kurth at [lakurth@fcps.edu](mailto:lakurth@fcps.edu).**

### **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. If needed, your counselor's recommendation will also be included in this packet.



# 2021-22 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. I have also signed and returned the IS-111 Consent for Release of Student Records in Support of Postsecondary Applications.

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 (Name of School, Scholarship, or Congressman/Senator)  For Colleges, must include the City and State	I am applying: (Regular Decision, Early Action, Early Decision, Rolling, Priority, etc.)	Date the Transcript and materials must arrive	I am Submitting my Application Using: (Common App, Coalition, eDocs, or Mail)	Counselor Recommendation Needed? (Yes or No)	School Report Form Needed? (Yes or No)	Fee Paid? (Leave Blank)	Couns. (Leave Blank)	Date Sent (Leave Blank)
1.							N/C		
2.							N/C		
3.							N/C		
4.							\$5		
5.							\$5		
6.							\$5		