

## Permission To Release Transcript

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I am requesting that you prepare an official/unofficial transcript for my child for college/scholarships in accordance with the requirements of those organizations. Information supplied may include a description of academic and personal characteristics that will aid the college or scholarship program as they make decisions regarding admission or scholastic awards.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

- All transcript requests (college, scholarship, unofficial) are to be submitted through their Naviance account. Go to <http://connection.naviance.com/middleths>
  - Username field: Enter your student ID number
  - Password field: Enter your student ID number
- There will be a \$2.00 charge for each paper transcript (official or unofficial) at the time of pick up. Seniors will receive one free unofficial transcript during their fall counseling meeting.
- **Due to test score reporting policies, it is the practice of FCPS high schools to not report SAT or ACT scores on transcripts. Students should request SAT or ACT to forward scores to colleges/universities. Remember, scores can be sent for free from ETS at the time of the test; otherwise there is a fee.**
- **PARENTS PLEASE NOTE:** Once this form is signed and returned to Ms. Dillard in the Counseling Center, your student's Naviance account will be coded and access to requesting transcripts will be available.