




# McLean High School Student Services Department Transcript Release Form




School CEEB Code: 471-395

**MHS does not mail Standardized Test Scores (SAT, ACT, TOEFL) to colleges. You must request them through College Board or ACT.**

|   |              |                               |
|---|--------------|-------------------------------|
| Student Name (print neatly Last, First, Middle Initial)   | Student ID # | Counselor Name                |
| Student's Signature   | Date         | Parent's/Guardian's Signature |
| Please check one: I <input type="checkbox"/> waive <input type="checkbox"/> do not waive the right to read my counselor's recommendation. |              |                               |

**Check the items below before you give this form to Ms. Blalock. For specific questions or concerns, see your Counselor.**

- Determine transcript delivery type in Naviance. The  &  symbols indicate the electronic delivery type. The  symbol indicates the transcript will be sent via US Mail only.
- Students must provide an addressed 9x12 manila envelope with 3 stamps for each transcript to be delivered through US Mail.**
- \$5.00 for each transcript including electronic submissions and self-report schools. The first 3 are free of charge. Pay online through MySchoolBucks. Please see your counselor for a fee waiver if you have free/reduced lunch. Lack of payment (if applicable) will delay processing.
- Please submit [Consent for Release of Student Records](#) with your initial transcript request form to Ms. Blalock.
- Completed College Planning Packet (Student/Parent Questionnaire, Teacher Comment Forms, Resume)
- First quarter grades will not be included for November 15<sup>th</sup> or earlier deadlines. For deadlines after November 15<sup>th</sup>, let your counselor know whether you want your first quarter grades included.
- Forms received later than 30 days before the college deadline cannot be guaranteed.

| Print neatly:<br>Name of College or Scholarship<br>Street Address<br>City, State Zip Code | College<br>Deadline<br>Date | Counselor<br>Recommendation<br>Needed?<br><br>Remember to give<br>the questionnaire<br>to your Counselor | Decision Type?<br><br>You can only apply<br>"Early Decision" once. If<br>applying EDII, please<br>specify                    | Delivery Type:<br><br>Electronic (E) <br>Common App <br>US Mail (M)  | Student Services Use Only          |      |   |
|---|-----------------------------|--|--|---|------------------------------------|------|---|
|   |                             |  |  |   | Date<br>Given to<br>Ms.<br>Blalock | Paid | Date<br>Counselor<br>submitted or<br>mailed |
|   |                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  | <input type="checkbox"/> Early Action<br><input type="checkbox"/> Early Decision<br><input type="checkbox"/> Regular/Rolling | <input type="checkbox"/> No official transcript required<br><input type="checkbox"/> Common App<br><input type="checkbox"/> Coalition<br><input type="checkbox"/> College's Electronic App<br><input type="checkbox"/> US Mail  | Free                               |      |   |
|   |                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  | <input type="checkbox"/> Early Action<br><input type="checkbox"/> Early Decision<br><input type="checkbox"/> Regular/Rolling | <input type="checkbox"/> No official transcript required<br><input type="checkbox"/> Common App<br><input type="checkbox"/> Coalition App<br><input type="checkbox"/> College's Electronic App<br><input type="checkbox"/> US Mail  | Free                               |      |   |
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(Continued on back)

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