

# 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 Last Name
Student's Signature	Date	Parent'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 submit this form to Mr. Lucas at [alucas@fcps.edu](mailto:alucas@fcps.edu) For specific questions or concerns, see your Counselor.**

- Determine transcript delivery type in Family Connection. The & symbols indicate that the transcript will be submitted electronically. All other transcripts will be sent via US Mail and **the student is responsible for providing the proper envelope and postage at the time of request.**
- Addressed 9x12 manila self-seal envelope for each transcript to be delivered through US Mail including 3 stamps.
- \$5.00 for each transcript including electronic submissions. The first three are free of charge. Electronic payment 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 also submit [Parent Consent for Release of Student Records](#) when you submit this form to Mr. Lucas.
- 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: Name of College or Scholarship Street Address City, State Zip Code	College Deadline Date	Counselor Recommendation Needed? Remember to give the questionnaire to your Counselor	Decision Type	Delivery Type:  Electronic (E) Common App US Mail (M)	Student Services Use Only		
					Date Given to Mr. Lucas	Paid	Date Counselor submitted or mailed
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular/Rolling	<input type="checkbox"/> No official transcript required <input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail	Free		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular/Rolling	<input type="checkbox"/> No official transcript required <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail	Free		
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