

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 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 Mr. Lucas. 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 [Parent Consent for Release of Student Records](#) with your initial transcript request form to Mr. Lucas.
- Completed College Planning Packet (Student/Parent Questionnaire, Teacher Comment Forms, Resume)
- First quarter grades will not be included for November 15th or earlier deadlines. For deadlines after November 15th, 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? You can only apply "Early Decision" once. If applying EDII, please specify	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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