



**HAYFIELD SECONDARY SCHOOL
2021-2022 TRANSCRIPT REQUEST FORM
HHS CEEB Code: 470028**

Student Name (print neatly: Last, First, Middle Initial)

Student Date of Birth

Student ID #

Graduation Year

Student FCPS Email Address

Student Phone #

Counselor Name

Per FCPS Form IS-111, your signature on that form authorized Hayfield Secondary School to release the above-named student's official records to the colleges or scholarships listed on this form. In addition, you indicated whether or not you waived your right to access letters of recommendations written by FCPS employees.

Student Signature

Date

Parent Signature (If student is under 18)

Date

1. Need a counselor recommendation letter? You **MUST** submit a **Student Information Form** <https://hayfieldss.fcps.edu/node/2183> ***AND*** you must ask your counselor via an in person meeting or email to write a letter **AT LEAST ONE MONTH** before your college deadline.

2. Need a teacher recommendation letter? You are responsible for requesting AND submitting teacher recommendations. Teacher letters are NOT sent with your official transcript packet from Hayfield Secondary School.

3. Hayfield Secondary School does not send SAT, or ACT scores to colleges. You must request them online via College Board (www.collegeboard.com) or ACT (www.act.org).

4. Check the items below before you give this form to your counselor:

Include the IS-111 form (*FCPS Consent for Release of Student Records*) the **first time** you turn in the Transcript Request form. Please see Senior Packet or <https://hayfieldss.fcps.edu/node/2183> for form.

If you need a counselor letter of recommendation and have not already requested one, please be sure to complete the **Student Information Form** prior to submitting this Transcript Request form.

Include \$5.00 for each transcript. The **first three** are free of charge. Payment is accepted via My School Bucks under the "Transcript" tab. The transcript fee is waived for students who have been approved for free or reduced lunch. Please contact your counselor for College Application Fee Waiver forms.

You must allow AT LEAST 4 weeks, not including school holidays for processing and sending transcripts. We cannot guarantee transcript delivery by your deadlines for forms submitted late.

Application Deadline Date	College Name City & State OR Scholarship Name & Complete Mailing Address	Admission Type (*See Below)	Type of Application	Counselor Recommendation Required	For HHS Staff ONLY: Fee Paid (\$5 each after the first three)	For HHS Staff ONLY: Date Transcript Processed/ Initials	For HHS Staff ONLY: Delivery Method (CA, eDocs,Mail)
			<input type="checkbox"/> Common Application <input type="checkbox"/> Coalition Application <input type="checkbox"/> College-Specific App <input type="checkbox"/> Scholarship	<input type="checkbox"/> YES <input type="checkbox"/> NO			
			<input type="checkbox"/> Common Application <input type="checkbox"/> Coalition Application <input type="checkbox"/> College-Specific App <input type="checkbox"/> Scholarship	<input type="checkbox"/> YES <input type="checkbox"/> NO			
			<input type="checkbox"/> Common Application <input type="checkbox"/> Coalition Application <input type="checkbox"/> College-Specific App <input type="checkbox"/> Scholarship	<input type="checkbox"/> YES <input type="checkbox"/> NO			
			<input type="checkbox"/> Common Application <input type="checkbox"/> Coalition Application <input type="checkbox"/> College-Specific App <input type="checkbox"/> Scholarship	<input type="checkbox"/> YES <input type="checkbox"/> NO			

**REG=regular, ROLL=rolling, EA=early action, REA=restrictive early action, ED=early decision, ED2=early decision 2, PRI=priority*

QUESTIONS? Please contact your counselor.

College Application Reminders:

1. The college transcript packet will include:
 - a. Official Transcript (lists all final grades through the end of junior year, cumulative GPA and senior classes).
 - b. Hayfield Secondary School Profile and Fairfax County Public Schools Profile
 - c. Secondary School Report from your Counselor
 - d. Counselor Recommendation, **if required** by college
2. Submitting your college application via **COMMON APP**? You **DO** need to add every school to the Transcript Request Form. You **DO NOT** need to print the Secondary School Report, Mid-Year Report, Optional Report or Final Report.
3. Applying **EARLY DECISION (ED)**? You **DO** need to complete the Early Decision Agreement. If accepted, ED is a binding agreement to attend regardless of the amount or type of financial assistance offered by the college/university.
4. The first 3 college transcripts are free. Additional transcripts cost \$5 each.
 - a. Transcript fees are payable through *My School Bucks* under the “Transcript” tab.
 - b. Students on free/reduced lunch DO NOT pay transcript fees. Contact your counselor for the fee waiver form.
 - c. There is no transcript fee required for scholarship applications.
5. Hayfield Secondary School does not send SAT or ACT scores to colleges. You must request them online via College Board (www.collegeboard.com) or ACT (www.act.org).
6. Mid-year grades/reports will be sent automatically in February to all colleges requested on the transcript request form. No additional transcript request form or fee is required.
7. A final official transcript will be sent in June to the college indicated on the end of the year FCPS Senior Survey. No additional transcript request form or fee is required.

REMINDER: Electronically send your Senior Packet: IS-111 Form, Transcript Request Form, Request for Letter of Recommendation (if required) **to your counselor AT LEAST 4 WEEKS** (not including holidays) before the application deadline for processing and sending transcripts. We cannot guarantee transcript delivery by your deadlines for forms submitted late.

QUESTIONS? Please contact your counselor.