



HAYFIELD SECONDARY SCHOOL

AUTHORIZATION FOR RELEASE OF STUDENT ACADEMIC TRANSCRIPT FOR SENIORS

Student Name: _____ Student ID: _____ School Counselor: _____
(Last) (First) (Middle)

Date of Birth: _____ Email address: _____ Phone: _____

- **First 3 copies are free; thereafter each transcript is \$5.00. Make checks payable to Hayfield Secondary School.** (Students on FCPS free/reduced lunch DO NOT pay transcript fees, but DO need stamps.)
- Provide **postage** (two first class stamps) for all applications.

Please bring this form to your counselor AT LEAST THREE WEEKS (not including holidays) before the college application deadline for processing time.

Submitting a Common App? You DO NOT need to print the Secondary School Report, Mid-Year Report, Optional Report, or Final Report.
If you are applying early decision, YOU DO NEED TO PRINT THE EARLY DECISION AGREEMENT.

Each transcript package mailed will include:

1. Your official transcript (lists all final grades through the end of your junior year, your cumulative GPA and senior courses)
2. Hayfield Secondary School Profile and Fairfax County Public Schools Profile
3. Secondary School Report from your Counselor**
4. Mid-year grades will be sent in February- no additional request form or fee needed
5. Final senior grades will be sent in June based on senior survey answers-no additional request form or fee needed.

**Need a counselor recommendation letter? You must submit a *Student Information Form* (<https://goo.gl/forms/TIEgjxDNgBwhLGoM2>)
AND you must ask your counselor (in person or in writing) to write one AT LEAST THREE WEEKS before your college deadline.**

Teacher Recommendations are your responsibility and will not be mailed by Hayfield Secondary School.

Each student is responsible for submitting college applications and fees, and for ordering official test scores for each application. **Hayfield DOES NOT mail test scores.** You must request that your official scores be sent directly to the colleges (SAT: www.collegeboard.org and ACT: www.actstudent.org).

I hereby request that Hayfield Secondary School release the academic transcript for the above student to the following institutions, persons, or agencies. **I authorize electronic submission of student data on occasions where paper copies are not accepted.**

Parent Signature (Required for students under 18)

Date

Student Signature

Date

Date you gave this form to your counselor	<u>Print Neatly:</u> Name of College or Scholarship Street Address City, State Zip Code	College Deadline Date	Need Counselor Recommendation? If Yes, submit "Student Information Form" in Google Docs		Coalition App	Common App	Decision Type: Early Action (EA), Early Decision (ED), Regular (R)			Student Services Use Only		
			Yes	No			Y or N	Y or N	EA	ED	R	Date Received

Questions? Please ask your counselor or Hayfield Transcript Assistant Karen B. Young (kbyoung1@fcps.edu).

Please bring this form to your counselor AT LEAST THREE WEEKS (not including holidays) before the college application deadline for processing time.

College Application Deadline

October 15, 2018
November 1, 2018
December 1, 2018
January 1, 2019
January 15, 2019
February 1, 2019

Transcript Request Deadline

September 24, 2018
October 11, 2018
November 7, 2018
November 26, 2018
December 7, 2018
January 9, 2019