

Transcript Request Form for Class of 2025

Hayfield HS CEEB Code: 470028

Student Name <i>(Last, First & Middle Initial)</i>	FCPS Student ID	Date
Student E-mail Address	School Counselor Name	Date of Birth

Important Deadline Information	College Application Deadline	Transcript Request Deadline
Most college transcript requests require a minimum of 30 days of processing. It is imperative that you PLAN AHEAD and follow the dates to the right. Hayfield cannot guarantee on-time delivery if received after the deadlines posted.	October 15/16	September 15
	November 1	October 4
	November 15	October 18
	December 1	November 1
	December 15	November 17
	January 1, 2, 3	November 20
	January 15/16	December 4
	February 1	January 4

Important Notes – Please Read

- ❖ **Self-Reporting Grades (SRAR):** A transcript request **MUST** be submitted for each college application, even if you are self-reporting your classes and grades (e.g., VA Tech)
- ❖ **Test Scores:** Hayfield **DOES NOT** mail standardized test scores (SAT, ACT, TOEFL) to colleges. You must request them directly through College Board or ACT
- ❖ **Letter of Recommendation (Counselor):** You **MUST** submit a Counselor Recommendation Questionnaire **AND** request via email **AT LEAST 1 MONTH** before your college deadline (*chart on left*)
 - Questionnaire Link: <https://hayfieldss.fcps.edu/node/2183>
- ❖ **Letter of Recommendation (Teacher):** You are responsible for requesting teacher letters. These letters are **NOT** sent with your official transcript. Your teacher will submit their letter through Common App/other application portal upon your invitation.

CONSENT FOR RELEASE OF STUDENT RECORDS IN SUPPORT OF POSTSECONDARY APPLICATIONS (IS-111)

Instructions for Use: This form is to be used by parents and/or guardians and students aged 18 or older to authorize Fairfax County Public Schools (FCPS) to release student records and related information to support student applications to colleges, universities, scholarship sponsors, employers, or other similar organizations. The student, parent and/or guardian will use a separate form, your school’s transcript request form, to identify all schools and organizations to which records may be sent.

CONSENT

By my signature below, I authorize FCPS to release to schools or organizations identified on the student’s school transcript request form any school records or other information requested by the school or organization in support of the application. This may include, but is not limited to, transcripts, other school records, and any letters of recommendation written by FCPS employees. However, this authorization specifically excludes the release of discipline information. // **By my signature below**, I also authorize FCPS employees, including but not limited to, administrators, teachers, and counselors, to communicate with and respond to inquiries from the school or organization concerning my application and my credentials. // **FCPS may release the required records and information by electronic or other means directly to the school or organization or to a service used by the school or organization to facilitate its application process.** These services include, but are not limited to, the Common Application, Naviance Student, Coalition for College, and other services utilized by FCPS. // **I understand that I am authorizing FCPS to send data to the colleges, scholarships, and other organizations listed on my transcript request form, typically via an electronic portal.** When submitting my data electronically, FCPS will use the correct portal where the browser displays the padlock icon to indicate that the data is encrypted to the website. I acknowledge I am responsible for understanding the college’s or organization’s terms and privacy policy of how they will store, retain, and use this data prior to consenting to such release. // I also understand that I have the right to review or have copies of any records that FCPS transmits to the school or organization. If I have responded yes to the statement below, however, I have waived the right to review or have copies of any letters of recommendation written by FCPS employees.

If an application requires or requests a student’s social security number (SSN), FCPS staff members should not enter the SSN on the student’s behalf.

- Yes, I waive my right to review or have copies of any letters of recommendation written by FCPS employees.
- No, I do not waive my right to review or have copies of any letters of recommendation written by FCPS employees.

My signature below confirms that I have read and understand this consent form. I understand that this authorization will remain in effect until I withdraw this authorization in writing. Note: Both parent and/or guardian and student are required to sign this form for students under age 18. *Parent and/or guardian signature is not required if the student is aged 18 or over or attending a postsecondary school.* IS-111 (7/23)

Student’s Signature

Parent/Guardian’s Signature (if student is not 18)

Student Name (Last, First & Middle Initial) → _____

FCPS Student ID → _____

Print Neatly or Type: Name of College or Scholarship <i>(Please list college and specific campus if school has multiple campuses)</i> Street Address, City, State, Postal Code Or if scholarship needs to be emailed, please provide the email address and name of contact	College or Scholarship Deadline Date	Counselor Recommendation Letter Needed? <i>(Please check school site to confirm if it is needed)</i>	Decision Type	Application Type:	For HSS Office Use Only		
					Date Processed by HSS	EDOCs Provided by Counselor for upload	Date Submitted / Mailed by HSS
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail		<input type="checkbox"/> LOR <input type="checkbox"/> SSR	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail		<input type="checkbox"/> LOR <input type="checkbox"/> SSR	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail		<input type="checkbox"/> LOR <input type="checkbox"/> SSR	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail		<input type="checkbox"/> LOR <input type="checkbox"/> SSR	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail		<input type="checkbox"/> LOR <input type="checkbox"/> SSR	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail		<input type="checkbox"/> LOR <input type="checkbox"/> SSR	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	<input type="checkbox"/> Common App <input type="checkbox"/> Coalition <input type="checkbox"/> College's Electronic App <input type="checkbox"/> US Mail		<input type="checkbox"/> LOR <input type="checkbox"/> SSR	

****Please print another copy of this page if applying to more than 6 schools****