

FAIRFAX HIGH SCHOOL  
STUDENT COUNSELING DEPARTMENT

TRANSCRIPT REQUEST and RELEASE FORM 2006-07

**This form must be completed before any official transcripts and Standardized Test scores (SAT, ACT and AP) can be sent.**

- The first three transcripts are free. For every transcript after three, there is a \$4 charge per transcript payable in advance. Postage is included in the fee.
- If a transcript request is made five school days or less before it needs to be mailed - there will be an additional rush fee of \$5 (total of \$9) per transcript.
- By signing below, I understand my responsibilities to assure a smooth and accurate transcript process.

\_\_\_\_\_  
Student's Last Name, First Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Date	College Name and Address	Due Date	Early Action or Early Decision	Date Entered Database	Paid	Date Mailed
					FREE	R____ M____
					FREE	R____ M____
					FREE	R____ M____

**Use the back for additional transcripts at \$4.00 each**

