

LAKE BRADDOCK SECONDARY SCHOOL RELEASE OF RECORDS AND TRANSCRIPT REQUEST

Transcript requests made 3 weeks or less before they need to be mailed will incur a **late fee of \$5.00 additional per transcript.**

Name _____ Social Security# _____ Telephone _____ Email _____

Please Print

Each student is responsible for mailing his/her portion of an application. A transcript packet is mailed from the school. It will include:

- Your transcript, which lists all final grades through the end of your junior year, your grade point average (GPA) and courses in progress.
- College Secondary Report, and counselor recommendation, if requested.
- Lake Braddock Secondary School and Fairfax County Public Schools Profile.

Important: Lake Braddock Secondary School **DOES NOT** send test scores. You must request that your SAT and ACT scores be sent directly from the testing program (College Board or ACT).

TURN THIS COMPLETED FORM IN TO THE TRANSCRIPT ASSISTANT. THE FIRST THREE TRANSCRIPTS ARE FREE. EACH ADDITIONAL TRANSCRIPT IS \$5.00 AND MUST BE PAID AT THE TIME THE TRANSCRIPT IS REQUESTED. TRANSCRIPTS WILL NOT BE PROCESSED, WITHOUT PRE-PAYMENT. PLEASE ALLOW AT LEAST 3 WEEKS PROCESSING TIME.

Students must complete columns 1-6

1	2	3	4	5	6	7	8	9
Name of College, NCAA, Military Service, Scholarship, or Employer	City, State	College Code (See CollegeBoard website)	*EA, *ED Regular, Rolling Priority, Scholarship (Select One)	College Deadline	Date Given to Transcript Assistant	Date Mailed	Transcript Assistant's Initials	Fee Paid
								N/C
								N/C
								N/C

I hereby request that Lake Braddock release the necessary official records of my child to the colleges, service or employers listed above. I understand that there is no charge for the first three requests, but that each additional request will cost **\$5.00** payable when the request is handed to the transcript assistant. No records will be forwarded until the fee is paid, even if the deadlines remain unmet. This form must accompany the first request. There is no charge for scholarships.

Parent Signature

Date

Student Signature

Date

***EA – Early Action, ED – Early Decision**

(OVER)

