MOUNT VERNON HIGH SCHOOL RELEASE OF RECORDS AND TRANSCRIPT REQUEST

Transcript requests made 5 days or less before they need to be mailed will incur a **rush fee of an additional $5.00 per transcript.**

Name _____Date of Birth _____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.
- Mount Vernon High School and Fairfax County Public Schools Profile.

Important: Mount Vernon High 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 YOUR COUNSELOR. 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 Name of College, NCAA, Military Service, Scholarship, or Employer	2 City, State	3 College Code (See Collegeboard website)	4 *EA, *ED Regular Rolling Priority (Select One)	5 College Deadline	6 Date Given to Counselor	Office Use Only		
						Date Mailed	Transcript Assistant's Initials	Fee Paid
								N/C
								N/C
								N/C

I hereby request that Mount Vernon release the necessary official records 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 my counselor. 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**

Students must complete columns 1-6

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