

REQUESTING MOUNT VERNON HIGH SCHOOL OFFICIAL TRANSCRIPTS & COUNSELOR REQUEST FORM

Student Last Name _____ First Name _____ Date of Birth ____/____/____

Student ID Number _____ Email Address _____ Counselor Name _____

TRANSCRIPTS

Step 1: Complete the required forms. If you are under the age of 18 at the time transcripts are being requested, your parent/guardian must sign the transcript request form and the FCPS IS-111 release form. All fields must be completed and both forms submitted to Ms. O'Hara, Transcript Specialist, before any records can be released to a college, employer, or scholarship organization. If you are applying to more than 10 colleges, you will need to submit a second transcript request form.

Step 2: Submit forms in advance of all deadlines. Please address all requests to Ms. O'Hara, Transcript Specialist, at plohara@fcps.edu. Allow a minimum of three weeks before the first college application deadline for processing your request. Allow a minimum of two weeks for any transcripts needed for scholarship applications.

Step 3: Make your payment. Current seniors receive three college transcripts for free, and MVHS waives the transcript fee for any transcript needed to support a scholarship application. Each additional college transcript request is \$5.00. Payment is preferred by credit card at <https://www.myschoolbucks.com/>. You may also pay by cash or check made payable to Mount Vernon High School. Write the student's name and ID number on the memo line. All fees must be paid before any transcript requests are processed. *Fees are waived for qualifying Free and Reduced Meals (FRM) students.*

To pay via MySchoolBucks:

1. Log in to your account, go to "School Store" and "Browse All Items."
2. Check the "Mount Vernon High" box if needed.
3. Click the "Transcripts" icon.
4. Select the student in the dropdown box and the number of transcripts you wish to pay for (not including the three FREE transcripts).
5. Click "Add to Basket."
6. Proceed to "View Cart/Checkout" to select payment and place your order.
7. Once your payment is processed, an email confirmation will be sent to Ms. O'Hara, Transcript Specialist.

COUNSELOR RECOMMENDATION

Step 1: As with transcript requests, allow **THREE** weeks before the first college application deadline.

Step 2: Complete the "**All About Me**" survey in Naviance. Follow: **About Me** tab> **My Surveys**> **Surveys Not Started**> **All About Me**. This survey provides information about your postsecondary plans, strengths, accomplishments, and interests.

Step 3: Send your counselor an email that you have completed the survey and specify if a Secondary School Report is also needed.

Step 4: Your counselor will upload the completed document(s) in Naviance for Ms. O'Hara, Transcript Specialist, to send with your transcript.

Please note: *Students are responsible for meeting the application deadline set by the college, university, scholarship or agency. If a teacher letter of recommendation is needed, students must contact their teachers separately. If you need to send SAT/ACT scores you must send them directly from the College Board or ACT. **MVHS does not** send test scores.*

Student's Signature

Date

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

Date

