

# OFFICIAL TRANSCRIPT REQUEST INSTRUCTIONS

**APPLY EARLY!!! - turn in ten (10) school days prior to deadline date**

1. Submit completed/signed Transcript Release form to Mrs. Geisinger. You will not be able to request transcript(s) on Naviance Student until this step is completed.
2. Go to Naviance Student: <https://student.naviance.com/forestpark> Click on Student Box, Click on Continue with Clever, choose Forest Park HS Prince William County Public Schools, click on Log in with Office 365 tab and use the same username that you use for all school computers. (username@pwcs-edu.org and password credentials)
3. Requesting a transcript: Colleges – Colleges I’m applying to – click big blue plus sign – from the drop-down menu choose which college you are sending the transcript to – from the drop down menu choose type of decision – confirm how I’ll submit my application (if it applies) – check the box for I’ve submitted my application – click on Add And Request Transcript



-- need to apply through Common Application, make sure to complete FERPA on Common App and match it with Naviance account



-- electronic submission



-- by mail only

- For college application requests, select the type of application (Regular, Early Action, etc.) Selecting the correct application type is very important, it will determine which deadline is entered for your request.
4. To complete the college request, submit the Official Transcript Request form to Mrs. Geisinger, the School Counseling Secretary, in person or via email [geisinov@pwcs.edu](mailto:geisinov@pwcs.edu). If the college that you apply to accepts the application only by mail there is an envelope sign  in the Submissions Column and you will need to submit a large envelope with a return address of: (Student Name), Forest Park HS, 15721 Forest Park Drive, Woodbridge, VA 22193, addressed to the college with enough postage for FPHS to add 4 pieces of paper (3+ stamps recommended ) to the School Counseling Secretary. **\*\*If applicable, when submitting envelope, attach your application, secondary school report form, recommendation(s), resume, essay, and transcript fee.**
  5. To complete the scholarship or other request that you will pick-up, request it on Naviance Student account as “Other Transcript” and submit a regular white envelope to the School Counseling Secretary.
  6.  Transcript Fee: \$5.00 each – **PLEASE CONFIRM** with Mrs. Geisinger in person or via email [geisinov@pwcs.edu](mailto:geisinov@pwcs.edu), **IF/HOW MUCH YOU OWE BEFORE PROCEEDING WITH PAYMENT**. Payments can be done by cash or check payable to Forest Park HS, or via PWCS online payment system. <https://www.studentquickpay.com/pwcs>  
**\*\*Note, first 3 are free, additional transcripts are \$5.00 each\*\*\* (NCAA/ scholarship requests are free)**  
**\*\* Letters of recommendation from teacher(s) (if required) are sent directly to the college by your teacher through Naviance/Naviance Student. You will need to request a letter of recommendation through your Naviance Student account (Colleges Home → Apply to Colleges Tab → Letters of Recommendation → Add Requests → Select a teacher from the list and Specify the College/University you would like them to write a recommendation), inform teacher(s) if it is a Common App school, and please follow up with teacher(s) in person and provide teacher(s) with your resume**  
**\*\* Please note that official SAT/ACT scores will not be sent from Forest Park. All test scores must be sent directly from College Board or ACT.**

**\*\*the 10-school day processing time begins after all steps (#1-6) have been completed & School Counseling has received official transcript request form & fee (if applicable) \*\***

**Note: Mid-Year Transcripts are automatically sent out in February & Final Transcripts are automatically sent out in June**

**\*\* Check status of Transcript Request on Naviance Student <https://student.naviance.com/forestpark> \*\***



# OFFICIAL TRANSCRIPT REQUEST



NAME \_\_\_\_\_  
Last First

DATE \_\_\_\_\_  
Submitted

REQUEST COUNSELOR RECOMMENDATION \_\_\_(YES); \_\_\_(NO) Student Signature\_\_\_\_\_

**IF YOU ARE REQUESTING COUNSELOR RECOMMENDATION, SELF-ASSESSMENT FORM MUST BE PROVIDED**

FOR FPHS USE ONLY

|               |                     |                                      |
|---------------|---------------------|--------------------------------------|
| COLLEGE _____ | deadline date _____ | <u>type of appl. CA--NACAC--MAIL</u> |
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| COLLEGE _____ | deadline date _____ | <u>type of appl. CA--NACAC--MAIL</u> |

**\*\* SUBMIT REQUESTS AT LEAST TEN (10) SCHOOL DAYS PRIOR TO DEADLINE DATE \*\***  
*All transcript requests must be submitted using the Naviance program. Transcripts should only be requested once you have completed your college application(s). After requesting your transcript through Naviance, please complete this form and bring it and any required payment to Mrs. Geisinger in the Counseling Office.*  
***IF WE ARE VIRTUAL, PLEASE EMAIL THIS FORM TO MRS. GEISINGER AT geisinov@pwcs.edu from your Student PWCS School Email***

FOR FPHS USE ONLY

| Date Rec'd | Pd<br>\$ | To Counselor | From Counselor | Date Mailed |
|------------|----------|--------------|----------------|-------------|
|            |          |              |                |             |



**REMINDER! REMINDER!  
REMINDER!**

*Request your transcript early!!*

*Just a friendly reminder that some college application deadlines are coming up:*

| <i>If your deadline is:</i> | <i>make complete<br/>transcript request by:</i> |
|-----------------------------|---|
| <i>10/15/23</i>             | <i>09/29/23</i>                                 |
| <i>11/01/23</i>             | <i>10/17/23</i>                                 |
| <i>11/15/23</i>             | <i>10/30/23</i>                                 |
| <i>12/01/23</i>             | <i>11/13/23</i>                                 |
| <i>12/15/23</i>             | <i>11/30/23</i>                                 |
| <i>01/01/24</i>             | <i>12/06/23</i>                                 |
| <i>01/15/24</i>             | <i>01/02/24</i>                                 |
| <i>02/01/24</i>             | <i>01/17/24</i>                                 |
| <i>03/01/24</i>             | <i>02/14/24</i>                                 |
| <i>03/31/24</i>             | <i>03/08/24</i>                                 |
| <i>04/15/24</i>             | <i>04/01/24</i>                                 |
| <i>05/01/24</i>             | <i>04/16/24</i>                                 |

***\*\*Note: 10-school day processing time begins after we receive the complete request; this includes the Naviance Student online request (Transcripts should only be requested once you have completed your college application(s)), submit the Official Transcript Request Form and transcript fee (if applicable). Once we receive everything in full, we begin processing your request and get them out within 10-school days.***