

CHANTILLY HIGH SCHOOL POST-GRADUATE TRANSCRIPT REQUEST

Form is for 2019-2023 Graduates Only

Only post-graduate student may request their transcripts. Due to federal regulations (FERPA), parents and other family members are no longer permitted to make transcript request on behalf of a former student. Payments of \$5 per transcript should be paid through MySchoolBucks using the guest link.

Request will not be processed without payment. Please allow two weeks for processing. **Please email completed form to Lori Marsengill: lwmarsengill@fcps.edu**

FCPS Records Management hold records older than 5 years. Contact 703-329-7741 or order online at [FCPS.edu](https://fcps.edu) – type the word transcript in the search bar.

Last Name

First Name

Year Graduated: _____ Date of Birth: _____ Phone: _____

Transcript Delivery Option: ___Email ___Mail ___Pick Up

Please indicate the purpose of the official transcript:

___ Applying to College/University

___ Applying to Trade program/Apprenticeship

___ Military

___ Employer

___ Other/Reason: _____

For Email/Mail Only: Please include either the mailing address or email for each educational institution you are applying too in the space below:

Institution Name	Mailing Address or Email

For Pick up Only: Please indicate below who will be picking up the transcript. You or a family member may pick up the transcript from the Student Service Office.

___ Self

___ Someone else other than me is picking up the form. Name of that person: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received _____ Payment Received: _____ Date Mailed/Distributed: _____