

CHANTILLY HIGH SCHOOL POST-GRADUATE TRANSCRIPT REQUEST
Form is for 2018-2022 graduates only

Name _____
(Last) (First)

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

FCPS Records Management holds records older than 5 years. Contact 703-329-7666 or order online at FCPS.edu, type the word transcript in the search bar.

There is a **\$5 fee for each transcript** requested. Transcript requests will **not** be processed without payment. **Please allow two weeks for processing.**

Transcript Delivery Options: (choose one) _____ mail _____ pick up

By Mail : The transcript may be mailed to the educational institution of your choice. Please include the **complete address**:

Pick Up: You or a family member may pick the transcript up from the Student Services Office. Please use the line below to state the **name of the person picking up**.

Please indicate the **purpose** for an official transcript on the line below.

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

Requestor Signature: _____

Date: _____

FOR OFFICE USE ONLY

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