

How to Request a Transcript

Class of 2018

What does my transcript include?

- A transcript is a list of your **final grades** and **credits** received for each class that you've taken at Framingham High School. It also includes your **weighted GPA from Grades 9-11**.
- A transcript does not include:
 - Quarter Grades and Exam grades
 - Attendance
 - Discipline
 - Standardized Test Scores
 - An updated GPA with grades from senior year

Students applying to two-year and four-year schools need FHS to send their official transcripts as part of their application.

Before you request your transcript:

- Create an account at www.commonapp.org
- Complete part of the “Education” section on www.commonapp.org
- Electronically sign the “Family Educational Rights and Privacy Act (FERPA)” on www.commonapp.org
 - This step authorizes FHS to share your transcript and letters of recommendations with colleges

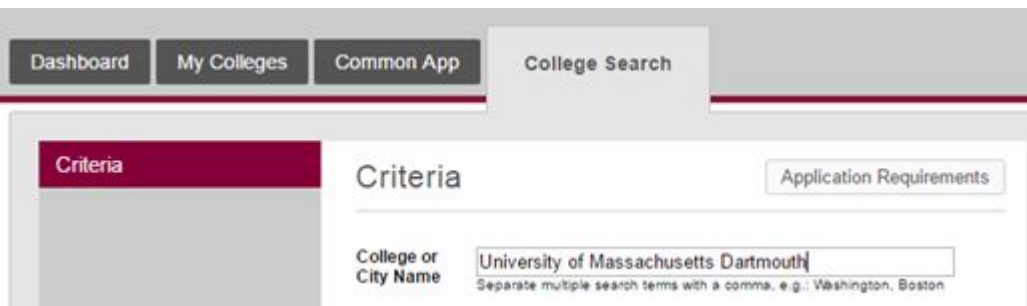
Education Section on www.commonapp.org

The screenshot shows the 'Education' section of the Common App interface. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The left sidebar has a 'Common Application' menu with options: Profile, Family, Education (selected), Testing, Activities, and Writing. The main content area is titled 'Education' and includes a 'Preview' button and a 'View Education Tutorial' link. A red header for the form reads 'Current or Most Recent School'. The form fields are: 'Current or Most Recent School lookup *' with the text 'Framingham High School, 115 A St, Framingham, MA 01701-4195, USA, Public, CEEB Code: 220842' and 'Change' and 'Remove' buttons; 'Date of entry *' with dropdowns for 'August' and '2013'; and 'Is this a boarding school? *' with radio buttons for 'Yes' and 'No' (selected). A 'Clear' link is at the bottom.

- Add **Framingham High School** as your “Current or Most Recent School”
- Date of Entry: **August 2013**
- Filling in these two pieces is enough to sign the FERPA agreement

Signing the FERPA Agreement

Step 1: Add any college to your list through the “College Search” tab

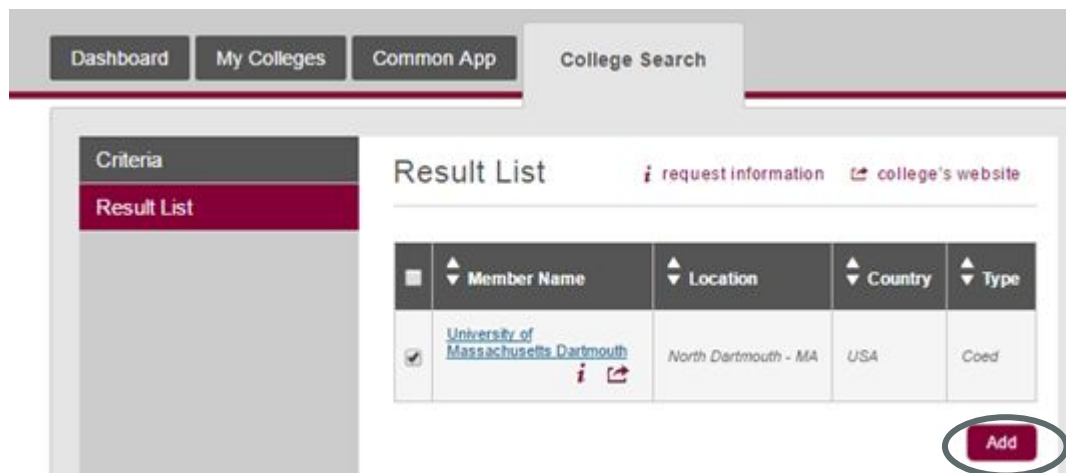


The screenshot shows the 'College Search' tab in a web application. The navigation bar includes 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'Criteria' section is active, showing a search form with the following fields:

- Criteria
- Application Requirements
- College or City Name: University of Massachusetts Dartmouth
- Separate multiple search terms with a comma, e.g.: Washington, Boston



Note: You can add any college here even if you're not going to apply to that school. This will probably be true for some of you that do not have schools who use the Common Application. You can always add one to sign the FERPA and add as many schools as you need later!



The screenshot shows the 'College Search' tab with the 'Result List' section active. The navigation bar includes 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'Result List' section shows a table of search results with the following columns: Member Name, Location, Country, and Type. The first result is the University of Massachusetts Dartmouth, located in North Dartmouth - MA, USA, and is a Coed school. An 'Add' button is circled in red at the bottom right of the table.

Member Name	Location	Country	Type
University of Massachusetts Dartmouth	North Dartmouth - MA	USA	Coed

Signing the FERPA Agreement

Step 2: On the “My Colleges” Tab, click on your college and then click on “Recommenders and FERPA. After that, click “Release Authorization”

The screenshot displays the Naviance eDocs interface. At the top, there are navigation tabs: "Dashboard", "My Colleges", "Common App", and "College Search". The "My Colleges" tab is active, showing a list of colleges. The "University of Massachusetts Amherst" is selected, indicated by a minus sign. Below the college name, there is a section for "Application" with a progress indicator "(0 of 3 Completed)". The application steps are: "Questions", "Recommenders and FERPA" (which is highlighted with a grey arrow), and "Review and Submit - Common App". To the right of the application list, there is a section titled "For All Colleges" with a sub-section "FERPA Release Authorization". This section contains the text: "You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs." Below this text is a button labeled "Release Authorization", which is circled in black. Below the button, there is a section titled "Invite Recommenders" with the text: "Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#)."

Signing the FERPA Agreement

“Releasing Authorization” means that Framingham High School can send your colleges your Transcript and your Letters of Recommendation.

Release Authorization

1 Instructions > 2 Form

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

1. How does FERPA relate to your college application?

FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF:

- You are enrolled in college and that college saves the recommendations for enrolled students, OR
- You are 18 or older.

2. In a moment you'll be asked if you want to waive this right. Why would you want to do that?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).



I have fully read and understood the FERPA Release Authorization explanation above. *

[Cancel](#)

[Continue](#)

- Check off the box that says “I have fully read and understand the FERPA Release Authorization Explanation Above” and click continue.

Signing the FERPA Agreement

- Check off the first box to release your records to colleges.
- Waive your rights to review your letters of recommendations. Colleges prefer students check this off to give your application credibility to admissions

Release Authorization

1 Instructions > 2 Form


I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. *

Please select one: *

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.** *

Signature * Date * 

- Electronically Sign, Date and hit Submit.

Now your screen should look like this:

The screenshot shows a web dashboard with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. A left sidebar identifies the user as 'University of Massachusetts Amherst' and lists application progress: 'Application (1 of 3 Completed)' with sub-items 'Questions', 'Recommenders and FERPA' (checked), and 'Review and Submit - Common App'. The main content area features a 'For All Colleges' header, a 'FERPA Release Authorization' status (checked) with a 'View Details' link, and an 'Invite Recommenders' section with a 'Invite and Manage Recommenders' button.

Dashboard My Colleges Common App College Search

University of Massachusetts Amherst

Application
(1 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

For All Colleges

✓ **FERPA Release Authorization**
[View Details](#)

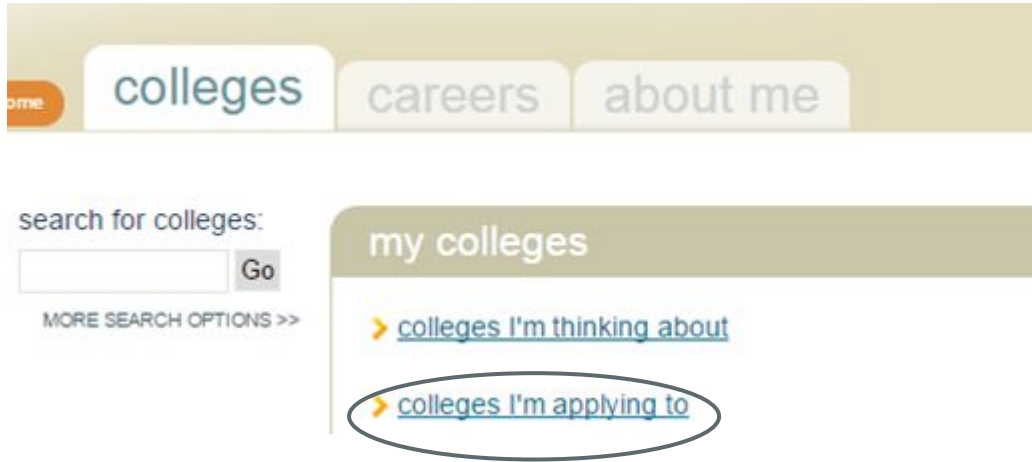
Invite Recommenders
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite and Manage Recommenders

Linking CommonApp and Naviance

- FHS sends your transcripts and Letters of Recommendation through Naviance, so Common App and Naviance need to be linked to ensure all the information ends up in one place.
- The next two slides explain how to link your accounts.

Step 1: www.connection.naviance.com/framingham



- Log in to the Naviance website at www.connection.naviance.com/framingham
- Click on the “Colleges” Tab
- Click on **Colleges I’m applying to**

Step 2: www.connection.naviance.com/framingham

colleges I'm applying to

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address:	Date of Birth:	
<input type="text" value="Email used for Common App account"/>	<input type="text" value="12/21/1997"/>	<input type="button" value="Match"/>

⚠ Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

[compare me](#)

- Enter the email address that you used for your Common App Account
- Make sure your Date of Birth is correct
- Click **MATCH**

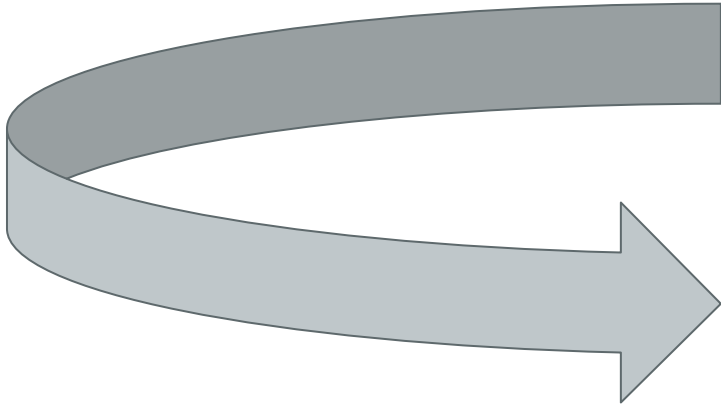
Before you request your transcript....

- Do you need a letter of recommendation from your school counselor?
 - This is typically listed in the Admissions section of a college's website
- If so, fill out the "Student Information Packet" found in your counseling office and then make an appointment with your school counselor
- You must meet with your counselor at least **10 SCHOOL DAYS** before your earliest application deadline

You're ready to request that your transcript to be sent to colleges!

- Get a transcript request form from the D109 School Counseling Office
- Sign off on the top that you completed the earlier steps of matching your Common App and Naviance Account, completing the FERPA and meeting with your counselor about your letters
- Fill in the names of your colleges
 - Some schools, such as UMass, have many campuses (ex: Amherst, Dartmouth, Lowell, Boston). Please indicate to which campus you are applying
- Indicate whether you will be applying via the CommonApp or your college's website
- Indicate the type of admissions application (ex: Regular Decision, Early Action, etc.)

You are ready to hand
your form into Ms.
Morales in D102!



Framingham High School Transcript Request Form

Students **MUST** complete the following steps **BEFORE** turning in their transcript request:

I have completed the following: (please initial)

- I have created a Common Application account (www.commonapp.org).
- I have completed the Family Educational Rights and Privacy Act (FERPA) Agreement on CommonApp and Matched my CommonApp account through Naviance.
- If the schools I am applying to require a counselor recommendation, I have met with my school counselor to request a letter of recommendation.

I understand the following: (please initial)

- There is a *minimum 10 school day* processing period for ALL transcript *and* counselor letter of recommendation requests.

Date of Request: 12/09/2016 1st Application Deadline: 01/01/2017 Year of Grad.: 2017

Student Name: FABIYANA FRAMINGHAM Student Email: FFRAMINGHAM1234@FHS.NET

Student Phone Number: 508-123-1234 School Counselor: A. DILKUBIO

Do you need a letter from your school counselor? Yes No

College / University	Campus	Applying via Common Application	Applying online via the college's website	Application Type			
				Early Action (EA), Early Decision (ED), Regular Decision (RD), Rolling Admissions			
EXAMPLE: Keilani University	Framingham	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	Yes or No	EA	ED	<input checked="" type="checkbox"/> RD	Rolling
<u>UMASS</u>	<u>AMHERST</u>	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	Yes or No	EA	ED	<input checked="" type="checkbox"/> RD	Rolling
<u>FRAMINGHAM STATE U</u>	<u>FRAMINGHAM</u>	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	Yes or No	EA	ED	<input checked="" type="checkbox"/> RD	Rolling
<u>SALGM STATE U</u>	<u>SALGM</u>	Yes or <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes or No	EA	ED	<input checked="" type="checkbox"/> RD	Rolling
		Yes or No	Yes or No	EA	ED	RD	Rolling
		Yes or No	Yes or No	EA	ED	RD	Rolling
		Yes or No	Yes or No	EA	ED	RD	Rolling
		Yes or No	Yes or No	EA	ED	RD	Rolling
		Yes or No	Yes or No	EA	ED	RD	Rolling
		Yes or No	Yes or No	EA	ED	RD	Rolling
		Yes or No	Yes or No	EA	ED	RD	Rolling

Official Use Only Date Complete:

Important Dates for Requesting Transcripts

<u>Transcript Request Form Due</u>	<u>Application Deadline</u>
October 17th, 2017	November 1st, 2017
November 13th, 2017	December 1st, 2017
December 1st, 2017	December 15th, 2017
December 8th, 2017	January 1st, 2018
December 21st, 2017	January 15th, 2018
January 31st 2018	February 15th, 2018

Frequently Asked Questions

1. How do I know if I need a Letter of Recommendation from my counselor?

You can find this information on the Admissions section of each school's website. If it does not list "Counselor Letter of Recommendation" or "Secondary School Report" as part of the application, then you do not need a letter from your counselor. Schools do not want extra letters so do not send one if they do not require it.

2. What if the **four year colleges** to which I am applying to do not use Common App for their application or I choose to use the application on the school's website? Do I still need to complete all these steps?

Yes, you still need to do all of this and create a CommonApp account, even if you are not applying through CommonApp. You can use any school to fill out the education section, even if you don't plan to apply there. After CommonApp and Naviance are matched, you can proceed to apply via the school's website.

Frequently Asked Questions

3. I know I am only applying to Community College. Do I still need to do this?

You still need to fill out the transcript request form to make sure your final transcript is sent to your community college of choice. You **do not** have to match CommonApp and Naviance by creating a CommonApp account.

4. My CommonApp account says that FHS did not send my transcripts and it is well past my deadline! My college is emailing me! What should I do?

99% of the time, the college has already received your transcript from FHS. It often takes colleges a minimum of one to two weeks to recognize what they have received and update their systems. With any concerns, you should call the admissions office of the college directly to confirm submission of your materials.

Frequently Asked Questions

5. I sent my transcript before Term 1 grades were out and now some of my colleges are requesting my Term 1 grades - What should I do?

There is a form to fill out in D102 called "Term 1 Grade Request Form". AFTER you receive your Term 1 Report Card on Friday, November 3rd, please fill out this form and return it to Ms. Morales in D102. She will send out your Term 1 grades.

6. What about my Midyear grades? Will those be sent?

Your midyear grades (Term 1 and Term 2) will be automatically sent when they become available in February. This does not include teacher comments or midterm exam grades.

How Can I Get Help With This?

- Sign up for a workshop on Future's Day, October 11th. Sign-up information will be sent to you via Naviance.
- Access this step-by-step hand-out:
 - Available on the FHS School Counseling webpage
 - Hard copies available in the D102 School Counseling Office