

TRANSCRIPT/RECOMMENDATION REQUEST

Each request for a transcript and/or recommendation must be accompanied by this form.
ALL INFORMATION MUST BE COMPLETED IN FULL OR REQUEST WILL NOT BE SENT.

Please send:

- Transcript or Official Copy of Report Cards
- Recommendation
- Other _____

Name of student: _____

Date transcript/recommendation is due: _____

Reason for request: _____

School/Program where information should be sent: _____

Mailing address: _____

Fax number (if applicable): _____

Signature of Parent: _____ Date: _____

A minimum of thirty days is requested for all transcripts, recommendations, and student records.

All requests must be turned in with a stamped, addressed envelope.

Senior transcripts will be forwarded with college applications, and again at the end of the first semester. Please provide two envelopes for each college. Graduating seniors' transcripts will be forwarded to the colleges to which they have been admitted. A transcript/recommendation request form must be submitted with a stamped addressed envelope.

Transcripts are only provided for graduating seniors. All other students will receive official copies of report cards.

All recommendations are filled out by the administration in consultation with the student's teachers. All requests must be made through the school office.

It is the policy of the Fairfax Christian School not to answer most subjective questions or provide extensive commentary.

Transcripts and recommendations will not be released to students who are in financial arrears to the Fairfax Christian School. All payments must be current.

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