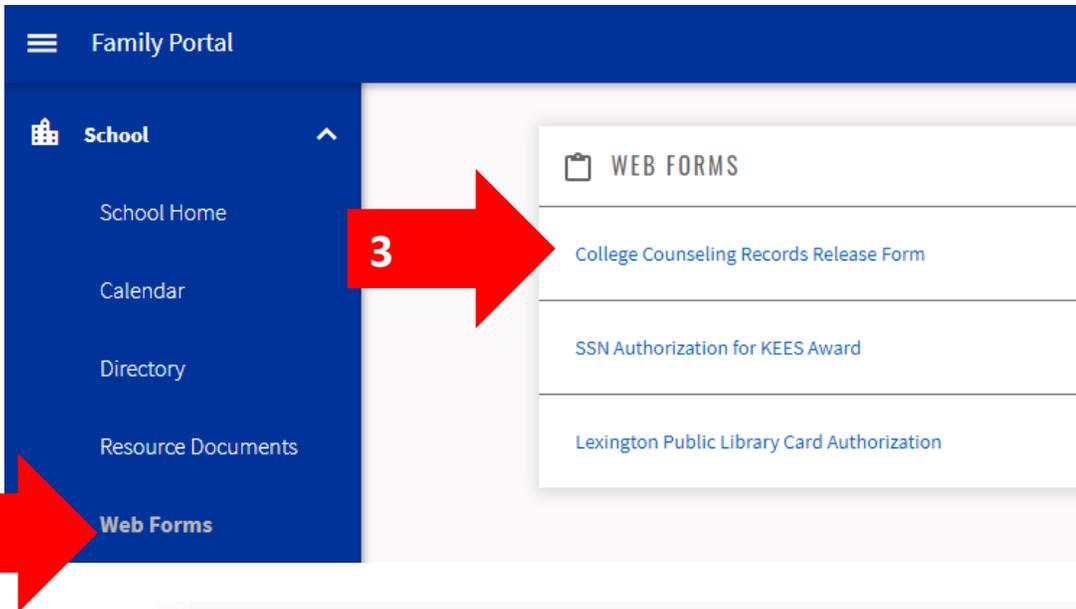


1. Log in to FACTS Family
2. Click Web Forms
3. Choose College Counseling Records Release Form
4. Fill out the top of the form and click Save
5. Fill out the bottom of the form and click Save



The screenshot shows the 'COLLEGE COUNSELING RECORDS RELEASE FORM'. The form includes a 'Save' button, a 'Back' link, and a 'Save' button at the bottom. Red arrows labeled '4' and '5' point to the 'Save' buttons. The form contains the following text:

This form must be on file to authorize Lexington Christian Academy Guidance Office staff to submit your official transcript, teacher recommendations and other application support documents to colleges, scholarship or other programs to which you are applying in the current academic year. It also authorizes the Guidance staff to discuss your academic history with third party representatives, as needed (e.g. college athletic coaches, consultants, etc. .).

Save

Last Name: Adegboye
First Name: Ayomide
Middle Name: Oluwatimilehin
School Year Authorized: [] e.g. 2021-2022, not 11th grade or 2024

Test scores will not automatically be included on your transcript and most colleges will require that you have official scores sent directly from the testing agency. Take advantage of the option to send your scores to colleges when you register for the SAT and ACT, as both agencies include sending scores to four or five colleges in the test registration fee. Be advised that sending scores after the test date will be an additional expense with SAT and ACT. Student-athletes desiring to play a sport in college will need to submit official scores to the NCAA and/or NAIA Eligibility Centers as well.

REQUESTS TO HAVE TRANSCRIPTS SENT TO COLLEGES MUST BE DONE IN NAVIANCE.

Submit a transcript request online and once the transcript has been sent you will be able to see the updated status in your Naviance Student account.

Please be sure to indicate in your Naviance account when you have submitted an application. To avoid a document disconnect in the admissions office, transcripts are NOT sent to colleges until the application has been submitted.

AUTHORIZATION to RELEASE TRANSCRIPT and TEST SCORES.

I hereby authorize agents of Lexington Christian Academy (Registrar and College Counseling staff) to submit my/my child's transcript and/or test scores to the following institutions/agencies, as needed:

- College Applications
- Scholarship Applications
- Honors/Awards Programs
- NCAA Eligibility Center
- NAIA Eligibility Center
- KHEEA (KEES Money Processing)
- Private College Admission Consultant
- Other Recipients, as designated in writing

Release Authorized: Yes No
Student Signature: []
Parent Signature, if student is under age 18: []
Date Submitted: []

Save