



### Request to Remove ACT or SAT scores from Official Transcript

Arlington Public Schools follows Virginia code ([8VAC20-160-30](#)) guidelines to include test scores on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) scores. Parents/guardians can elect to remove their student's test record from their official transcript.

Please use this form to request the removal of ACT or SAT scores from your student's official transcript. If the standardized test scores are removed from the transcript, you will be responsible for sending your test scores to colleges, NCAA and or/ scholarship organizations if they require. Test scores can be sent directly from the testing organization (College Board or ACT) or self-reported, if permitted, to the receiving organization.

**NOTE:** The removal of standardized test scores is final. Requests to reinstate test scores as part of the official transcript will not be honored.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Student's High School Name: \_\_\_\_\_

Student's School Counselor: \_\_\_\_\_

Parent/guardian (s) Name: \_\_\_\_\_

Parent/guardian E-mail Address and Phone Number: \_\_\_\_\_

**In signing below, I give my student's high school permission to remove standardized test scores from my student's official transcript. I understand that I/my student will be responsible for sending their test scores either directly from the testing organization or through another method permitted by the receiving organization.**

Student Signature (If over the age of 18): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian Signature (If student is under the age of 18): \_\_\_\_\_ Date: \_\_\_\_\_

\*Please return this form directly to your student's high school Counseling Office