

Request to Unpublish ACT, SAT, CLT, PSAT or PERT scores from Official Student Transcript

St. Johns County Schools include test scores on college performance-related standardized tests such as SAT and ACT on a student's academic transcript. Parents/guardians can elect not to publish their student's test record from their official transcript.

Please use this form to request the unpublishing of non-district scores from your student's official transcript. If the standardized test scores are unpublished from the transcript, you will be responsible for sending your test scores to colleges, NCAA and/or scholarship organizations if they are required (ex. Dual Enrollment, Bright Futures, etc.). Test scores can be sent directly from the testing organization (College Board, ACT, CLT) or self-reported, if permitted, to the receiving organization.

NOTE: The unpublishing 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's High School Name: _____

Parent/guardian(s) Name: _____

Parent/guardian E-mail Address and Phone Number: _____

The following tests should not be published on my student's official academic transcript:

☐ ACT- Dates to be Unpublished: _____

☐ SAT- Dates to be Unpublished: _____

☐ PSAT- Dates to be Unpublished: _____

☐ OTHER- _____ Dates to be Unpublished: _____

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: _____ Date: _____

Parent/guardian Signature: _____ Date: _____

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