

Instructions for Requesting a Transcript

An unofficial transcript that has been reviewed by the student, deemed correct and signed by the student and his counselor, must be on file in the registrar's office before an official transcript can be generated and sent out. Parents may not request transcripts.

No request will be honored via email or by phone.

Once a student has applied to the schools of his choice, he must contact The College Board and/or ACT to have his scores sent directly to the colleges/universities. Students should go on line to www.collegeboard.com for SAT scores and click onto sending scores. Act is www.act.org and again, click onto scores. You may then print verification indicating your scores have been sent.

Once your scores are verified as sent, the student should see his counselor for a request form. The student fills out his requests, signs the form and the counselor also signs the form.

The request form and money is submitted to the Business office by the student.

The date in which the transcript is mailed is documented in Naviance. This gives parents and students immediate access to this information.

The cost to mail transcripts is \$2.00 per school.

There will be no transcripts generated after December 5th. We will resume sending transcripts after Christmas break.