

TRANSCRIPT REQUEST PROCEDURES

YOU MAY REQUEST AND PICK UP TRANSCRIPTS BEFORE SCHOOL, AFTER SCHOOL OR DURING LUNCH.

BE ATTENTIVE TO APPLICATION DEADLINES – TRANSCRIPTS TAKE 2-3 BUSINESS DAYS FOR INSTITUTIONS TO UPLOAD.

RECOMMENDATION LETTERS FROM YOUR COUNSELOR TAKES 15 DAYS – NO EXCEPTIONS.

- **TRANSCRIPTS WILL NOT BE SENT ELECTRONICALLY TO PRIVATE OR OUT-OF-STATE INSTITUTIONS. PLEASE CHECK METHOD OF DELIVERING WITH COLLEGE OR UNIVERSITY.**
- **RETURN SIGNED COMPLETED TRANSCRIPT REQUEST FORM AND LETTER OF RECOMMENDATION QUESTIONNAIRE AT THE COUNTER IN THE MAIN OFFICE.**
- **YOU ARE RESPONSIBLE FOR PICKING UP YOUR TRANSCRIPTS IN THE MAIN OFFICE (Registrar's Office) IF A HARD COPY WAS ORDERED.**
- **YOU ARE RESPONSIBLE TO FOLLOW UP ON YOUR TRANSCRIPT DELIVERY STATUS WITH THE COLLEGE OR UNIVERSITY WHICH YOU HAVE APPLIED.**

RETAIN THIS FORM FOR YOUR CONVENIENCE