

## Requesting High School Transcript

### **Official Transcript**

As part of the college admission process, students are required to submit an *official* high school transcript. The initial transcript includes coursework and grades from 9th through 11th grade.

After a student is admitted and completes the first semester of 12th grade, high school counselors may be asked to submit a mid-year transcript so colleges can review senior-year academic progress.

At the end of senior year, students must submit a final transcript reflecting all completed coursework and final grades.

All transcript requests are processed through the Parchment Electronic Transcript Service. Seniors are provided with a Parchment account prior to the start of their senior year. To order a transcript, students must log in to their Parchment account and submit a request.

Please use the link below to login and request your *official* transcript:

<https://www.parchment.com/>

### **Unofficial Transcript**

Most local scholarship opportunities open in the spring, and many require a copy of an *unofficial* transcript as part of the application process. Students may see Mrs. Youngblood to obtain either a paper or digital copy of their transcript.

