

NORTHGATE HIGH SCHOOL 2008-09
**HOW TO REQUEST OFFICIAL TRANSCRIPTS
FOR COLLEGE APPLICATIONS, SCHOLARSHIPS, NCAA, ETC.**
From the Registrar's Office ~ 9.22.08

**Students need to read the following instructions thoroughly before requesting transcripts.
Following these procedures helps us process all requests on a timely basis.**

First, visit the College & Career Center, **meet with Mrs. Brands for assistance and/or attend her seminars**. Some Seminars are mandatory. This is important even if you have a private college counselor, even if it's for NCAA, etc. You don't need to send a transcript for all colleges in fall. **Read Mrs. Brand's and the colleges' instructions carefully**. Most UC and CSU schools require only a final transcript.

1. Students submit requests, discuss transcripts, etc. during Registrar Office Hours ONLY please.

- Brunch, Lunch and After School

2. Please deliver completed requests to the Registrar two weeks before due date. Due to high volume, if your request is late, you risk missing your deadline.

3. Ordering Official Transcripts: Specific Steps

A. Read and follow these instructions carefully. These instructions and the Order Form are both outside the Registrar's Office and on the PFC website: www.northgatehs-pfc.com (go to [Download Forms](#) & look under College & Career...there's also a link on the [College & Career Center page](#)).

B. Please fill out the form as follows:

- Last Name *first*, first name *second*; list phone number (cell or home) and e-mail address
- If letters of recommendation/evaluation forms are required, write author/evaluator(s)' names on form in upper-right hand corner (for private colleges usually)
- List the college name(s), NCAA, scholarship name, etc.
- Fill in Date Submitted which is the date you gave the Registrar your request
- Application Deadline = Transcript **Postmark** Due Date. Registrar assumes all due dates are "postmark" due dates. *If the due date is an arrival date, you must write "Arrival Date"*
-- **If you do not note "arrival date", you'll risk missing your deadline.**
- Registrar fills in 6-Semester and 7-Semester Transcript Mailed columns for documentation of the mailing date.

C. Staple or tape form, *top and bottom*, horizontally across front of manila folder (you can use your Senior Parent Night folder). Write **your last name first, then your first name** on the folder's tab.

D. Provide addressed, business-sized envelopes (4.25H" x 9.50W")

- Self-sealing envelopes are appreciated! Makes processing faster.
- Write the name and address of the college, etc. to which you're sending your transcript. NO acronyms or abbreviations...**spell everything out**
- Please put your name and phone number **inside** the envelope, **on the closure "flap"**
- Do **not** write a return address
- If only your transcript is being mailed, affix 42 cents postage
- If any forms, etc. needs to be included with transcript, affix two 42 cent stamps

Again, due to high volume, the Registrar cannot mail any large-sized envelopes, Federal Express, Airmail, etc. *If the college allows*, you can provide a blank envelope for the transcript and then discuss with the Registrar when you can pick up the transcript in this envelope which will be officially sealed.

E. If you need to add requests later, you can come get your folder and add the request on the form.
Don't fill out another form unless you need to (i.e., if there is no room left on the first form)

4. The first two transcripts are free; they cost \$2.00 each thereafter. Pay at the year's end; a chart will be posted in late-May, indicating fees due. Students with any fees due to Northgate will not receive their diploma until the fee is paid.

5. Final transcript envelopes are gathered in late May/Early June. Details will be announced in May. All college attendees must send a final transcript to the college. This includes two-year colleges.