

Northgate High School 2010-11
HOW TO REQUEST OFFICIAL TRANSCRIPTS
(for college applications, scholarships, NCAA, etc.)

Students need to read these instructions thoroughly and follow them when requesting transcripts. Following these procedures helps process all requests on a timely basis.

Please visit the College & Career Center **first** to meet with Ms. Clark for assistance in, for example, how to apply to different colleges, scholarships, etc.

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. Please provide real deadlines.

3. Ordering Official Transcripts: Specific Steps

A. Please fill out the transcript request form as follows (available on table outside Registrar's office)

- **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 names of the author/evaluator(s) on form in upper-right hand corner
- List the college name(s), NCAA, scholarship name, etc. on the request form.
- Fill in Date Submitted (the date you gave the Registrar your request)
- Application Deadline = Transcript ***Postmark*** Due Date unless the deadline is an arrival date. Please label the date as "arrival"
— **If you do not note "arrival date," you risk missing your deadline.**
- The Registrar fills in 6-Semester and 7-Semester Transcript Mailed columns to document the mailing date.

B. Staple or tape form, ***both top and bottom, horizontally*** across front of manila folder. Write **your last name first, then your first name** on the folder's tab.

C. Provide pre-addressed, postage paid, business-sized envelopes (4.25"high x 9.5"wide)

- Self-sealing envelopes are appreciated!
- Write the name and address of the college, etc. to which you're sending your transcript.
- **Do not write a return address**
- If only your transcript is being mailed, affix first class postage
- If any letters, forms, etc. need to be included with transcript, affix two first class postage stamps

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

D. **If you need to add requests later, come get your original folder and add the request(s) on the form.** Do not fill out another form unless you need to (i.e., if there is no room left on the first form)

4. Transcript Fees and Ordering Final Transcripts.

- The first two transcripts are free; they cost \$5.00 each thereafter. You'll pay at the year's end.
- Final transcript envelopes are gathered in early June. Details will be announced in late May