



Definitions:

UNOFFICIAL TRANSCRIPT – a printout of your academic record. This can be given to you or a parent (if you are under 18).

OFFICIAL TRANSCRIPT – has the school's embossed stamp and Mrs. Weeks' signature. An official transcript can only be mailed directly to a college. We CANNOT give the student or parent an official transcript. Most colleges and universities will want an official transcript at the time of application and again at the end of your senior year.

To request that your OFFICIAL TRANSCRIPT be sent to a university or college, you have two options:

1. If your university or college will accept a transcript via email, supply Ms. Stricklin (counseling clerk) with your name, student ID number, the name of your university AND the correct email address. We will not look for the email address – you need to supply this to us. There is a form in the counseling office for you to complete.
2. If your university or college will not accept a transcript via email, it will need to be mailed. To have your OFFICIAL TRANSCRIPT mailed – you need to submit a STAMPED and ADDRESSED envelope to Ms. Stricklin in the counseling office. You must provide a stamped, addressed envelope for all colleges you wish to send a transcript to. Bring these to the counseling office and complete a brief form.

Hints & Tips:

- You can usually find the school's mailing address fairly easily by googling "X-College Admissions Mailing Address". So, as an example, if I wanted to mail a transcript to Texas Tech, I would google "Texas Tech Admissions Mailing Address."
- Your parents may have stamps. Check with them. If not, you will have to purchase them at a POST OFFICE or other location. WE WILL NOT PROVIDE THE STAMP. We do not sell stamps.

If you would like a copy of your UNOFFICIAL TRANSCRIPT, simply request one from Ms. Stricklin in the counseling office. Most colleges and universities WILL NOT accept an unofficial transcript.

TRANSCRIPT REQUEST FORM

Student ID _____

Today's Date _____

Student Name _____

Please check:

_____ Please **EMAIL** my transcript to the following colleges/universities:

- College/university _____
Correct email address _____
- College/university _____
Correct email address _____
- College/university _____
Correct email address _____

_____ Please **MAIL** my transcripts to the following universities:
(Must provide stamped, addressed envelope.)

- _____
- _____
- _____

INTERNAL USE ONLY:

Date complete: _____

TREX? _____