You asked. We answered.

COLLEGE INSIDE

College Inside answers your questions about higher education.

Why do I need a transcript?

Transcripts, whether from high school or college, provide verification of your academic record. Your high school transcript can provide proof of graduation. If you are applying to a college program, they will ask you for transcripts from any other institution you attended.

transcript
/tran·script/ (noun)

a detailed record of classes, grades, dates attended, majors, and overall grade point average

registrar
/'re·jə·strär/ (noun)

an office at a college that responsible for keeping student records such as enrollment and grades. They also process registration for classes and grades reported by professors so they show up on your transcript.

How do I get a copy of my high school transcript?

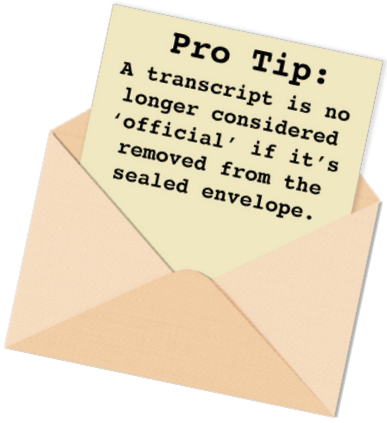
You'll need to contact the high school you attended and be ready to provide the year you graduated. Some high schools will have a transcript request form on their websites. If you are unable to access the internet, request a copy by writing to your school's counseling office or registrar.

Some high schools and states use electronic services such as Parchment.com that may be able to send you your transcript for a fee. Those services can often send electronic transcripts via email to third parties like your corrections department or a college you are applying to. If you are sending it to a college, look for the address of the admissions office.

How do I obtain copies of my college transcripts?

If you are able to access the internet, you should be able to print an unofficial transcript from your student account. This transcript is free. An unofficial transcript is all you will probably need if you just want to check your grades or know what classes you've taken.

In other cases you will need an official transcript, which is a print out of your grades and classes provided in a sealed envelope with the registrar's signature stamped across the seal. If you are accepted into a college program or are applying for a scholarship program, they will usually ask you to send an official transcript directly from any colleges you previously attended. This is also required when you are transferring credits from one college to another.



Most colleges allow you to order official copies of transcripts online or by mail. Some colleges allow students to request a certain number of official transcripts for free, but you may have to pay as much as $20. Many colleges allow you to order official transcripts online through the National Student Clearinghouse (https://www.studentclearinghouse.org/students/).

You may need to write to the registrar of the college that you attended and ask for a transcript request form. You will need to know your student ID or Social Security number, your dates of attendance, and the address where you would like it sent. Some colleges will put a hold on your transcript if you have an unpaid balance on your student account.

WRITE TO US!

What do you want to know about higher education? We'll be regularly publishing questions from our readers in our print issues.