

Private School Transcript Requests

To receive an Official Transcript for private school, please follow the procedures listed below:

- 1. Please come to the School Counseling office and sign our transcript request log. **Your student may come into the office and sign the log on your behalf.***
- 2. Allow three business days for the transcripts to be completed.*
- 3. After three business days, you or your child may pick up a sealed official transcript to be mailed to its destination by the parent (transcript must remain sealed).*

******Transcripts can be requested November 10- December 19, 2016.******

If the application includes a request for teacher(s) recommendation(s), it is the parent's/guardian's responsibility to make the request in writing/ or email to the teacher(s) of his/her choice. Teachers are **NOT** required to fill out recommendations. The parent/guardian must include an addressed and stamped envelope for each recommendation. When completed, the teacher will send in the recommendation via mail. Please check back with the teacher to verify it was sent. A "Thank You" note is encouraged.