



Private School Transcript Requests

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

1. Please fill out a transcript request form that is available in the main office and school counseling office. Please submit it to Mrs. Desiree Adams-Daniels, the secretary in the school counseling office.
2. Please allow five business days for the transcripts to be completed from the day the Transcript Request Form is submitted.
3. Pick up a sealed official transcript ready for delivery in the school counseling office five business days after the request was submitted.

Transcripts can be requested after the first quarter report card is printed on November 19, 2009, and may be requested until December 18, 2009

Requests for transcripts will not be accepted after December 18, 2009.

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 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.