

How to request a Transcript

There are two types of transcripts offered to our students. The *unofficial transcript* does not have the school seal nor the principal's signature. This is most often used when a student needs course verification and GPA for automobile insurance and internships. To receive an *unofficial transcript*, the student asks the registrar or their school counselor for a copy. No advance notice is required. There is not a fee for this request.

The other type of transcript offered is the *official transcript* and is requested directly from the registrar, Ms. Geisler. These are used primarily for college and scholarship applications. The *official transcript* has the principal's signature and school seal. When a student requests an *official transcript*, please provide three first class stamps per university. An *official transcript* is sent from Clarksburg High School directly to the receiving school. In addition to the stamps, there must be a parent/guardian signed blue transcript release card on file for the student. College requests must be made 3 weeks in advance. The first three requests are \$3.00 subsequent requests costing \$5 per transcript. *Official transcript* requests that have been completed are recorded on Family Connection. This enables staff, students, and parents the ability to verify where and when transcripts are sent.