

PROCEDURES FOR REQUESTING TRANSCRIPTS FROM THE COUNSELING OFFICE

[HTTP://CONNECTION.NAVIANCE.COM/SJHS](http://connection.naviance.com/sjhs)

OUR SCHOOL CODE IS 070797

1. STUDENTS REQUESTING TRANSCRIPTS MUST HAVE THE FOLLOWING:

- a. Students must have submitted application to college **before** requesting transcript.
- b. A completed transcript release form in guidance for each school on your "**College I'm Applying to List**". Allow enough time for this process **during study** or **after school**.
- c. **College Process Checklist** signed by your Counselor.
- d. You must know the **type of application** you are using and know your **application deadlines**.
- e. A **\$5.00 fee** per transcript (cash or check made out to SJHS) at time of submission.

2. STUDENTS MUST REQUEST TRANSCRIPTS FROM THE GUIDANCE OFFICE AT LEAST 10 FULL SCHOOL DAYS PRIOR TO THE APPLICATION DEADLINE.

For example:

- * Transcript requests for applications with November 1 deadlines must be into guidance by October 13.
- * Transcript requests for applications with November 15 deadlines must be into guidance by October 31.
- * Transcript requests for applications with December 1 deadlines must be into guidance by November 3.
- * Transcript requests for applications with deadlines of January 15 or sooner **NEED** Transcript request forms submitted to the Counseling Office **NO LATER THAN Wednesday, December 15, 2017**

**TRANSCRIPT REQUESTS WILL NOT BE ACCEPTED
BETWEEN DEC 18, 2017 AND JAN. 2, 2018
NO EXCEPTIONS!!**

- a. This 10-day rule also applies to Early Action and Early Decision deadlines.
- b. **It is the student's responsibility to know each of the college's deadlines and requirements**
- c. You may request transcripts from the guidance office as you complete your applications.
- d. **You do not** need to turn in all of your requests at one time.
- e. You **DO** need to follow the same process for each request.

OFFICIAL TRANSCRIPTS ARE NOT HANDED OUT TO STUDENTS