

TRANSCRIPTS

Transcripts may be requested through the main office. Current Students may submit transcript forms to the Guidance Office. Former Graduates are required to pay a \$5.00 processing fee before any transcripts are received or sent. If you are a former graduate please provide your full name (at the time of graduation), your graduation year and your date of birth. Please allow 3-5 days for processing. Busy times such as September (beginning school year) or June (year end) may take longer.

Office Hours are Monday – Friday 8:30 – 3:30, from August 31 – June 30.