

Procedure for Requesting Transcripts

Attention Seniors:

When requesting transcripts through the office, please reference the following guidelines.

1. You must fill out a transcript release on page 2. If you are under 18, your parent/guardian must sign it.
2. Please list on the transcript release the entities you wish your transcript sent to. You must provide an address with each school on your request.
3. Most colleges & universities require the transcript to be sent directly from the high school office. If the office gives the student a copy of his/her transcript it has to be stamped "Copy issued to Student" and is not considered an "official" transcript.
4. Please talk to the registrar in the high school office before you leave school and take care of this. But, remember, your grades, GPA, class rank and graduation date have to be posted to your transcript before it can be sent. It will be the second week in June before these items are posted to your transcript. However, if you wish to have a 6 or 7 semester transcript sent ahead of graduation, that can be done following these same procedures.
5. Please allow for a minimum of 5 day notice when requesting transcripts to be sent, this also allows for postal delay.
6. If you don't take care of this before leaving school, or before the first week of June, the registrar only works one day a week through June and July. You are welcome to drop your requests off during these months at the Administration office or email it to registrar@usd394.com.

TRANSCRIPT REQUEST FORM

CURRENT DATE: _____

GRADUATION YEAR: _____

STUDENT'S NAME: _____

Dear Registrar of Rose Hill Schools:

Please send an official copy of my high school transcript to the following schools, agencies, and/or organizations:

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Student Signature (if 18 or older)

Parent/Guardian Signature (if less than 18)