OFFICIAL TRANSCRIPTS PROTOCOL

All colleges will want your most current official transcript as part of your application materials, including the Mid-Year Report AND Final Report.  Although many of the college applications state in the school counselor section for the school counselor to provide these, we require Sheldon students to order them themselves.

\*If you are doing the Common Application Online – Counselors will send Official Transcripts electronically – so you do not need to order them for the application – but may still need to submit them for the mid-year and final report. Double check with your counselor!

1)      Go to the Registrar’s office in the main office area.

2)      Sign up for the amount of official transcripts that you need.

3)      Pay $1.00 per official transcript.  Pay $2.00 if you want the Registrar to mail it for you.

4)      Note on the signup sheet if you want the Registrar to give the official transcripts to the school counselor to be added into their mailing.  (Make sure that the envelope you have provided has enough stamps to adequately mail all of the materials.)

5)      If you sign up by 11:00 a.m., you can pick up after 2:00 pm.  If you sign up after 11:00 a.m., you can pick up the next day.