

## **Seniors' Final Transcript**

Students must request at the end of their senior year to have their final official transcript sent to the college they are attending. **Transcripts are never sent automatically!** Transcripts are only sent when specifically requested by the student. Please allow two days for processing.

Transcript requests are available at the Registrar counter. A stamped envelope addressed to the college, university, scholarship committee, etc. must accompany each request. Addresses of colleges are usually included on the applications.

Some colleges request that you send 7th semester transcripts; all require a final transcript. Follow the specific directions regarding transcripts as required by your college or university. Review those guidelines prior to requesting a transcript be sent.