

HEMPFIELD'S PROCEDURES FOR REQUESTING TRANSCRIPTS

2016-2017

- *A transcript release form (TRF) must be completed for each school year.*
- *All “official” transcripts must be mailed directly from the high school. At no time can a student or parent handle or mail an official transcript.*

REQUESTING TRANSCRIPTS	Complete a TRANSCRIPT RELEASE FORM (page 1) and submit to the <i>Franklin Counseling Secretary</i> . Allow up to 10 school days for processing. You will only need to submit a signed release form once (Effective June 11, 2013). You will also need to electronically complete a transcript request in Naviance for each school or organization.
SECONDARY SCHOOL REPORTS (SSR) LETTERS OF RECOMMENDATION	Counselor/School Report Form should be submitted with the Transcript Release Form. Check in Naviance to determine if you need an envelope addressed directly to the College/University with the appropriate postage attached (indicated by the postage symbol), otherwise forms will be submitted electronically. Please complete the LETTER OF RECOMMENDATION FORM in Naviance. This form will assist staff in completing the Secondary School Report and help us create quality letters of recommendation. Identify teachers for letters of recommendation on this form.
COMMON APPLICATION (CA)	All students completing the Common Application must do so electronically. Once the student has applied , the CA SSR will be completed and submitted online and an electronic transcript will be uploaded to the student’s application. <i>You will need to enter your CA username and password in Naviance for the SSR to be completed by your counselor.</i> CA Mid-Year Reports are submitted by the counseling department and do not require a separate request.
DEADLINES	Know your deadlines and submit materials in time to meet those deadlines. Do not include school holidays when you calculate the 10 schools days needed to process.
MARKING PERIOD GRADES AND MID-YEAR TRANSCRIPTS	If your college requests marking period grades or a Mid-Year Transcript, you will need to add this request to your Transcript Release Form. Remember if your school is a mail only school, you must provide a self-addressed and stamped envelope to the Franklin Counseling Secretary at the time of the request.
REPORTING TEST SCORES	All PSAT, ACT, and SAT scores reported to the high school will appear on your transcript. Most colleges will accept these scores for admission purposes. Check with <i>colleges to see if they require test scores directly from the testing agency</i> . If you want to remove scores from your transcript, please indicate NO under “Test Scores” on the TRF. Once scores are removed, it becomes the student’s responsibility to send scores directly to the college. The decision to remove scores is irrevocable.
TRANSCRIPT FEES	The first five (5) institutions will receive requested transcripts free of charge. For each additional transcript request, there is a \$3 fee. Transcript fees are payable by cash, check, or money order to “Hempfield School District.” Payment must be received before the transcript will be released. <i>All transcripts requested for scholarship purposes are exempted from fees. Students who are experiencing financial hardship should contact their counselor to determine eligibility for fee waiver programs.</i>
FINAL TRANSCRIPT	The final transcript is sent based on the information the student provides in the Senior Exit Survey. Students do not need to add an additional request to the TRF.