

Woodruff High School

Instructions for Requesting Transcripts for Current Seniors

Colleges and universities require an official copy of a student's high school transcript prior to making an acceptance decision. The procedures for completing a transcript request are listed below. **Please read the following steps before submitting your transcript request.**

1. Complete the college application.

- a. If completing an **online application**, print out the counselor form. For most applications there is a link to this form at the end of the application. Please note that some colleges request your counselor's email address and then you should send the form directly to the counselor. Those forms should be emailed to your counselor. If the **first letter of your last name** ends **A-G** to Ms. Cannon (jucannon@spartanburg4.org), **H-P** to Ms. Berry (lberry@spartanburg4.org), and **Q-Z** to Ms. Abrams (habrams@spartanburg4.org).
- b. If completing a **paper application**, locate and separate the counselor form on the application.

2. Bring the following materials to the Guidance Office Registrar, Ms. Tonya Casey, to be processed:

- a. A completed copy of the "Current Student Transcript Request" (copies are available in the guidance department).
- b. The counselor form from the college or university application.

3. During application season, please allow 5-7 school days for the request to be processed.

Once processed, the transcript and counselor form will be available in the guidance office for student pick-up. It is recommended to mail college application materials in as few envelopes as possible. This helps the college in processing the application faster. In addition, fewer materials are likely to be misplaced from your file.

REMEMBER, A FAIL TO PLAN IS A PLAN TO FAIL....Don't wait until the application is due to request your transcript. We are very proud of you and look forward to helping you set your post-graduation plans!

WHS Guidance Department

