Ballard High School

How to Send Transcripts to Colleges/Universities

Each College and University has their own steps on how they would like you to send transcripts to them. Here are some guidelines for you to follow.

1. **Common Application:**
   a. Your School Counselor will send your transcript for you as part of the recommendation.

2. **Coalition Application:**
   a. Your School Counselor will send your transcript for you as part of the recommendation (depending on the college/university – i.e. UW does not require a transcript).

3. **Individual College/University Application:**
   a. If the online application requires a School Counselor recommendation, then your transcript will be sent as part of the recommendation.
   b. If the online application does not require a School Counselor recommendation, you need to follow the steps the specific college/university wants you to send your transcript.

How to Request Official Sealed Transcripts

You can request “official sealed” copies of your transcript through the Counseling Center. Below are the steps to follow:

1. As you walk into the Counseling Center, on the left side of the main desk, you will see a sign that states “Transcript Orders Here”.
2. Complete the steps listed on the Transcript Order sheet.
3. Return to Counseling Center after 3-5 days and you can pick up your “official sealed” transcripts.
4. You address, put a stamp on the envelope and mail them to the colleges/universities yourself.
5. Please allow 2 weeks prior to your application due date to complete and send transcripts.

*If your application is due over Winter Break, please plan accordingly and request your transcripts before break starts, the Counseling Center will be closed during that time.*