

Transcript Request Instructions

The Williamsport Area School District can provide transcripts listing courses taken and grades achieved for students who are attending, or have attended, high school in the District. When appropriate, confirmation of graduation is included.

Transcripts can be easily, quickly, and securely be requested through our electronic partner Parchment Exchange. By ordering transcripts at www.parchment.com, official transcripts can be sent directly to participating post- secondary institutions and via mail for non-participating schools. All transcripts ordered through Parchment are considered official.

Both official and unofficial transcripts can be created when requested from Student Services at the District Service Center. Official transcripts bear the signature of a District administrator, the District's seal and are provided in a sealed envelope. Official transcripts are generally sent directly to employers and post-secondary educational institutions by the District. Most post-secondary schools will not accept a transcript as official if it is provided directly from the potential student or if the seal on the District's envelope is broken. Unofficial transcripts are those provided directly to the individual whose record is reported by the transcript.

There is a \$5.00 preparation fee for transcripts created either through Parchment or by Student Services. No further processing or mailing charges are added. Transcripts are provided for current students at no charge.

Transcripts are obtained via Parchment by accessing the website at www.parchment.com, clicking on the button "Order Transcript", and by selecting "High School Transcript" and following the directions.

Transcripts can be ordered from Student Services by using the Request for Transcripts Form, which appears in the Student Services section of the Williamsport Area School District's website or can be obtained at the Student Services offices at the District Service Center, 2780 West Fourth Street, Williamsport, PA. 17701. Confirmation of identity is required to activate a Student Services transcript request. When requesting the document in person, please bring picture identification. If requesting by mail or email, please make sure the date of birth you provide is accurate.

Due to a change in the General Education Development (GED) system we are no longer able to provide GED transcripts. These must be requested directly from www.diplomasender.com.

REQUEST FOR TRANSCRIPTS

Received WAHS - Diploma

Please Choose One:

HIGH SCHOOL

DID NOT COMPLETE

NAME: _____ MAIDEN: _____

ANY OTHER LAST NAMES USED: _____

CURRENT ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

DOB: _____

YEAR Graduated From WAHS _____ QUIT/YEAR: _____

TRANSCRIPT SENT TO:

_____ Date: _____

(Signature of Requesting Student)

***** FOR OFFICE USE ONLY *****

DATE SENT: _____ STAFF SIGNATURE _____

Fee Paid by: Check Cash Money Order

Revised: 11/22/13