

GRESHAM HIGH SCHOOL
 College Planning and Transcript Procedures
 In most cases, official transcripts cost \$2.00

Transcript is For	Fee or No Fee	Student Instructions
Oregon Community Colleges		See Kendra in room 107
Oregon Public Universities	Fee	Pay bookkeeper, Complete yellow Transcript request form available in the Counseling Office and the Career Center
Applying through CommonApp Many Private and Public universities use the CommonApp (Requires electronic upload of transcript)	NO Fee	Inform your counselor you are applying to colleges through Common App. Your counselor will automatically receive a request for your transcript directly from CommonApp Give your counselor a resume' and or personal statement in order to help her complete your recommendation. (Or follow your counselor's instructions.)
Applying through Send Edu Another company some colleges and universities use to accept admission applications	NO Fee	You will be directed to print out a Document Request for Upload form. Take this to your counselor. Give your counselor a resume' and/or personal statement in order to help her complete your recommendation. (Or follow your counselor's instructions.)
Other Colleges*	Fee	May not use an application management company. Pay bookkeeper and complete yellow Transcript Request Form available in the Counseling Office and the Career Center
Scholarships Not all scholarship programs will require an Official Transcript. Read the application carefully to make sure you send the correct transcript. Do they want the 7 th semester transcript instead of the 6 th semester transcript?		
Official Transcript	Fee	Pay bookkeeper then complete yellow Transcript request form available in the Counseling Office and the Career Center. Check app instructions to see if you need to pick it up or should the high school mail it on your behalf.
Unofficial Transcript	NO Fee	See Kendra in room 107.
Oregon Promise and OSAC Scholarships When completing the application indicate that you will have your high school complete either the GPA verification and/or do the transcript upload for you. We will automatically receive a notice from the State to do the upload once your 7 th semester grades are complete. Your applications require 7 th semester grade information.		

TIPS:

- Always confirm at what point in the application process the college wants your transcript. Some colleges do not want your transcript until they request it from you. (example: University of Washington)
- *Other Colleges – make sure the college will accept a paper copy of your transcript. See your counselor if this is the case.