

Providence School College Counseling

Class of
2012

Transcript Procedures

Transcripts

You were mailed a copy of your transcript in June. It is critically important that you follow these steps:

1. Check your transcript against the Providence graduation requirements (also enclosed) to ensure that you are on track to graduate. If you find a discrepancy, notify your counselor IMMEDIATELY!
2. You will need the GPA information on your transcript when applying to colleges so be sure to keep it handy. Make a goal to come back in August with at least TWO college applications prepared to be sent. Make sure you tell Mrs. Wilkes to send transcripts to those colleges after you have fully completed and sent the applications, as well as paid the application fees.

Getting Transcripts Sent to Colleges

1. Apply to the school of your choice. If they prefer for you to apply online, make sure you do so.
2. **PAY YOUR APPLICATION FEE.** Colleges will not process your application unless you pay your application fee.
3. After you pay your application fee, fill out a pink slip in the guidance office. Circle Mrs. Wilkes's name and write down to what school(s) you would like us to send your transcript(s).
4. After you do that, Mrs. Wilkes will send your transcript to your indicated college(s). Transcripts are sent from Providence within two days of when they are requested. Please be aware, however, that will take two or three weeks before the college will show your transcript having been received as it takes that long for the transcript to make it through the college mail system, to the admissions office, to be marked received.