

## INSTRUCTIONS AND ADDITIONAL INFORMATION ABOUT YOUR TRANSCRIPT

### Current Seniors:

- Official transcripts for **college applications** must be sent through Xello
  - Login to Xello (WSD Bookmarks - ClassLink - Sign in w/Google - Xello)
  - [Xello transcript request instructions](#) for applications on college website
  - [Xello instructions for transcripts on the Common Application](#)
    - Seniors must add Mrs. Gerringer as the counselor in their Common App account
  - Seniors may request transcripts on Xello regardless of age
- Unofficial transcripts for **scholarships**
  - Request using the [Liberty High School Transcript Request Form](#)
  - Indicate on the form that you want an unofficial copy emailed to you
  - Upload/email transcript with your scholarship application
  - Students under 18 years old must have this form signed by a parent (physical signatures only, no typed signatures)
  - Lisa Schock, the Registrar, will process these forms

### Previous Students/Graduates or Current Underclassmen:

- *Option 1* - [Liberty High School Transcript Request Form](#) (FREE)
  - Include the physical mailing address or an email address of the institution (verify that transcripts via email are accepted by the institution).
  - Include your personal email address (for unofficial transcript).
  - When you include an email address, the transcript will not be mailed. If you would like the transcript to be both mailed and emailed, please make a note on the transcript request form.
  - Submit to Registrar.
- *Option 2* – Parchment.com (third-party service)
  - [Register on their website](#) and pay a fee
  - Indicate where you would like your transcript sent
  - The Registrar will process your request
  - Current Seniors may not request transcripts for college applications through Parchment; requests will be canceled and students will be directed to follow the instructions on how to send transcripts through Xello

### Helpful Reminders:

- Be mindful of your deadlines. Please allow 1-2 business days for processing by the Registrar.
- Please allow 7-10 business days for delivery (via mail) to the institution. In addition, each location may also have its own processing time.
- Unofficial transcripts are not stamped, signed, or sealed. But the academic information is the same.
- All transcripts sent to employers will be unofficial.
- Electronic transcripts do not have seals, stamps or signatures.

- If you have extra documentation for scholarships (paper application, recommendation letter, etc.) that you would like to include along with your transcript, please attach it to your transcript request form.
- When requesting a transcript to be sent via email:
  - Verify that the institution will accept transcripts via email.
  - If you would like the transcript to be both mailed and emailed, please make a note on the transcript request form.
  - Transcripts for college applications must be sent through Xello.