

West Orange High School **Transcript Request Process**

FORMER STUDENT TRANSFER REQUEST

Effective November 15, 1974, Federal and State Law prohibits the release of pupil records without parent or adult student written authorization. The school cannot release records without this written permission. (Ref. New Jersey Administrative Code #6"3-6.1 et seq.) states, "Organizations, agencies and persons from outside the school shall have access to pupil records if they have written consent of parent or adult pupil (Age 18)."

In order for West Orange High School to send out a high school transcript, a [Graduated Student Transcript Request Form](#) must be submitted online with supporting documentation.

A copy of your Photo ID is required for all Transcript Requests. Requests will not be processed without proper identification. Transcript requests are processed within 1-5 business days. Once processed an email confirmation will be sent.

If you need to communicate with someone directly contact the West Orange High School Counseling Department at (973) 669-5301, ext. 31600 or email the Administrative Assistant in the School Counseling Department. Please click on the name below for email access.

[Montrisa Bradford](#)

[Staci Cowins](#)

[Angela Gonzalez](#)

CURRENT SENIOR TRANSCRIPT REQUESTS

❖ **Transcript Requests for College/Post-Secondary Applications:** [Senior Transcript Request Form](#)

- A Transcript Request is required for all college/post-secondary applications. Please submit all transcript requests via this form: [Senior Transcript Request Form](#). Your transcript and supporting application documents will not be sent until the School Counselor has received your Transcript Request(s).

****PLEASE BE ADVISED: REQUESTS MUST BE MADE 15 SCHOOL DAYS PRIOR TO THE DEADLINE TO ENSURE TIMELY PROCESSING.**

❖ **Transcript Requests for Seniors Applying to Scholarships:** [Senior Scholarship Transcript Request](#)

- Some scholarship applications may also require school transcripts and supporting school documents. Please use this form to request documentation.

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❖ **Requests for Mid-Year Grade Reports**

- Some colleges may request Mid-Year Grade Reports in order to see your grades from the first and second marking period of senior year. Please use the Mid-Year Grade Report Request Form located on your school counselor's google classroom. **PLEASE BE ADVISED - YOUR REQUEST MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE END OF THE 2nd MARKING PERIOD.** Mid-year Reports will be finalized and sent after second marking period grades are stored, which is approximately mid-February. If you need senior grade reports sent prior to mid-year, please email your school counselor directly.

❖ **Seniors' Final Transcripts:**

- The college that you will be attending must receive a final transcript from West Orange High School. To ensure your transcript is being sent to the correct institution, please be sure to notify your school counselor as soon you know what school you are attending (provide a copy of the acceptance letter) or what your plans are after graduation.
- Note:
 - If you are undecided and need final transcripts sent to more than one college, please advise your School Counselor and Mrs. Gonzalez (agonzalez@westorangeschools.org) before the end of the school year
 - All final transcripts will be sent as soon as final grades are posted.
 - If you do not provide Mrs. Gonzalez with the name of the college you will be attending prior to the last day of school, your final transcript will not be sent.
 - If your plans change during the summer and you need additional transcripts sent, please contact the School Counseling Department at (973) 669-5301, ext. 31600.

Grades 9-11 Transcript Requests

Current students in grades 9-11 needing transcripts for summer programs or scholarships must request a transcript via this form: [Grades 9-11 Transcript Request Form](#). Official transcripts will be sent directly to the program or scholarship. If you require other materials to be sent in addition to the transcript, please notate on the form in the space provided. If letters of recommendation are required for a program or scholarship application, students are responsible for speaking to the school counselor/teachers directly in addition to completing this form.

****PLEASE BE ADVISED: REQUESTS MUST BE MADE 15 SCHOOL DAYS PRIOR TO THE DEADLINE TO ENSURE TIMELY PROCESSING.**