

LHS Seniors- College Transcript Order Process

Seniors: As you begin requesting transcripts, we want you to be aware of the ordering process. For those of you who don't know what your transcript is, it is a listing of all of your semester grades during high school. It is an official document kept for life, here at Lodi High School. Lodi High has transcripts dating back to 1928.

Your transcript will help you get into college, get a job, or into the military. You may also need it to acquire a passport, and proof for immigration documents or shot records. You will likely need one later in life, as we have many adults, (as old 80 years old) come in for their records daily. Professions that require transcripts include police, fire, nurses, teachers, government agencies, most local wineries, and even Amazon's Warehouse Distribution Center require them.

Currently Enrolled Students:

There are two different types of transcript copies, Official and Unofficial. Official copies are signed, embossed, dated and sealed. Unofficial are just a copy.

Know what you need when you come to order. All colleges require official copies for admissions.

- **For Scholarships-** Come to the Registrar's Office (located in the Counseling Office) **before school, at lunch or after school** (no T.A.'s) and fill out an order form, *place your order in the "Order Basket"*. (If you complete the form before school, it will be ready at lunch. Orders completed at lunch will be ready after school)
- **Colleges/NCAA Requests- Please make your requests through Naviance website.**
When possible, college transcripts are sent electronically
- Mailed copies, please provide mailing address. Otherwise, write **"pick up"** on the form, and come into office to pick up. Mailed copies take up to 10 days to arrive, plan accordingly
- You may order more than one copy, just list a total number you need on the form in our office

Stop by with any questions at before or after school or at lunch. We do not see students during class time. We're excited to begin the process of helping you realize your educational and career dreams, and look forward to meeting you all soon.

Lori Bryant

Registrar

Lodi High School

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