

Ordering Official Transcripts

High School Transcript for College Applications and Scholarships

To have a transcript sent to a college, university, and/or scholarship for application purposes, send Ms. Muir an e-mail at Lisa.Muir@thedeltahighschool.com with your request. Include the school/organization name, and mailing address where you want the transcript sent.

High School Transcript Student Copy

If you need an unofficial transcript for your records, send Ms. Muir an e-mail at Lisa.Muir@thedeltahighschool.com. Please state whether you want her to e-mail you back a .pdf copy or if you will pick up a hard copy in the front office. *It is recommended that you have an electronic copy of your unofficial transcript for online applications.*

Central Washington University (CWU) Transcript

For students who have taken dual-credit courses through CWU – You will need your CWU student ID number. You can call CWU at (509) 963-3001 to obtain it over the phone if you do not have it. Then, go online to order the transcript. Visit www.cwu.edu, go to the “A-Z” index and select “transcripts.” There are fees each time you order (however, you may view your unofficial transcript online for free.)

High School Final Transcript Post Graduation *Do not order final transcript until after July 1st! Delta must push final grades to home high schools where they are merged into their system. Instructions per Home District:

KSD Students: You need to request your official final transcript from the KSD Admn Office, located at 1000 W. 4th Ave., Kennewick. The request form is also available on their website, www.ksd.org. Search for “ordering transcripts.”

PSD Students: You need to request your official transcript from your home high school.

For Chiawana High School: Visit the Student Services office, located at the main campus, 8125 W. Argent Road, Pasco. For hours of service, call (509) 543-6786.

For Pasco High School: Visit the Student Services office, located at the main campus, 1108 N. 10th Ave., Pasco. For hours of service, call (509) 547-5581.

RSD Students: Official transcripts are ordered online. Visit www.parchment.com and set up a user account. Once you have an account, you can select “send a transcript.” You will be listed under your home high school, either Richland High or Hanford High. **DO NOT SELECT DELTA HIGH** – we do not receive the request and your official transcript will not be sent. There is a fee per request.