

Ordering Official Transcripts

Current Students Prior to Graduation Please visit Delta's website at www.thedeltahighschool.com. Select the "School" tab and then "College/Career Counseling." You will find the transcript request form that will enable you to order an unofficial or official high school transcript.

High School Final Transcript Post Graduation *Do not order final transcript until **after July 1st** (following your graduation.) 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 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: Contact the Student Services office, located at the main campus, 8125 W. Argent Road, Pasco. For more information, call (509) 543-6786.

For Pasco High School: Contact the Student Services office, located at the main campus, 1108 N. 10th Ave., Pasco. For more information, 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.

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.)