

**Academic  
Achievement  
Record/Transcript**

The Academic Achievement Record (AAR) is an official and permanent record of a student's academic performance during high school and, in some cases, of high school courses completed prior to high school (19 TAC §74.14). The words academic achievement record and transcript are interchangeable throughout this document. Clear Creek ISD adheres to the Minimum Standards for all students, as outlined by the Texas Education Agency.

**Official Transcript**

Official transcripts are only transmitted directly from the high school campus to the authorized institution. An official transcript shall include the following authentic details:

- Signature of the principal, registrar, or his/her designee;
- Embossed school seal; and is
- Printed on CCISD watermarked paper

An official transcript shall not be given to the student and/or parent/guardian.

**Unofficial Transcript**

Unofficial transcripts may be provided to students and parents/guardians either by hard copy or electronically. Paper copies of unofficial transcripts are printed on white paper without a signature or embossed school seal. An unofficial transcript may be given directly to the student and/or parent in an unsealed envelope. Copies of unofficial transcripts sealed in an envelope may not have a label or seal (i.e. "void if seal is broke" or "Official school records inside") or a signature or school seal affixed to the envelope. Electronic copies of unofficial transcripts shall not be signed or embossed with a school seal and may only be transmitted through a secure means in which the identity of the recipient is verified in advance.

**Processing of  
Transcripts/Fees**

If a student wants an official or unofficial transcript sent to a third party by the District, the student must submit the transcript request through Naviance in a timely manner (recommended 48 hour notice in advance) in order to meet deadlines imposed by the receiving entity. Transcripts (official and unofficial) will cost \$2 each. If more than one request to the same college is made (i.e. Mid-Year, Final), then the student will only pay the \$2 charge for the initial request.

The preferred method of delivery for transcripts sent to colleges/universities will be in an approved electronic format. Transcripts needing to be mailed will be processed through the United States Postal Service at no additional cost to the student. Expenses for all other methods of delivery, such as Fed Ex, shall be incurred by the student. Students choosing this method shall submit a prepaid envelope to the registrar.

**Final Transcript**

The final transcript is ordered by the student upon completion of graduation requirements with the graduation date attached. Final transcripts must be processed and submitted to colleges by July 1st.

**Alumni Transcripts**

Alumni students shall request transcripts verification of education records via 'Need My Transcript' through the district/campus website. Fees may vary.