

Steps to get your dual credit SAC transcript to the college of your choice:

Once a student has graduated, NBHS will send a final official high school transcript to the SAC office of admissions. Until SAC receives your high school transcript with your graduation date, you will have a hold on your account and they will not release your college transcript.

Once the office of admissions has received your transcript, which is typically the third week of June, the hold will be removed. You will then need to request your SAC transcript from your ACES account.

When you request your transcript select “Hold for Grades”, regardless of the date you are submitting the request.

Steps to Request Official Transcript:

Once you have logged into ACES:

- Select the Student Tab
- Click Web Services (on left of page, under tabs)
- This will open a new window/tab and then you will need to select again the Student Tab.
- Select Student Records
- Select Request Printed Official Transcript if after June 21 or “Hold for Grades” prior to June 21

To print an unofficial copy of your transcript, follow the same steps above but after student records you can select view unofficial transcript.

Parchment Reminders for Seniors

- Update school email to personal email, as your school email will be inactive early June
- **If you order your final transcript on Parchment prior to June 21, make sure you choose “Hold for Grades”** when asked when you want your transcript sent. If you order after June 21, choose send now.
- When you order a transcript through Parchment, you will see the last ordered transcript when you sign in. The updated version including spring semester grades/credits will not show until the new order is completed.
- Be aware that Texas A & M and Texas Tech University require us to mail the transcript, so it will take longer for them to receive your final copy. Be sure to select “paper copy” for these schools.
- If sending a transcript to any of the Alamo Community Colleges, use the drop down option in Parchment and choose San Antonio Community College (SACC).