

# HOW TO REQUEST YOUR RHS TRANSCRIPT

Your transcript is a legal document and must be treated as such.  
We will not send your transcript unless you request it.

**Any transcript that is given to you is considered unofficial.  
Only transcripts that come from the Registrar are considered official.**

You will request your transcripts through Naviance.  
Transcripts are free for current seniors.

## TRANSCRIPT TERMS

**OFFICIAL:** Sent from the Registrar directly to the college, scholarship organization, etc.

**UNOFFICIAL:** You have physically touched it or have it on your computer, email, etc.

**INITIAL TRANSCRIPT:** Sent with your college application (ends with junior year, 6 semesters).

**MID-YEAR:** Includes senior year, 1<sup>st</sup> semester grades. Available in January or February.

**FINAL:** Has all 8 semesters and shows your graduation date. Sent only to the college that you are going to attend. Available and sent out after you graduate.

1. Before we can send records, you must submit the **Records Release Form**. This form gives consent for RHS to send your official records to the places that you request. **Over 18?** You can fill the form out yourself.

[ENGLISH](#)

[SPANISH](#)

[MARSHALLESE](#)

2. Order your transcripts early. The office is closed on weekends and holidays. If you procrastinate and order your records close to your deadline, they may not be sent or received on time.
3. Follow this [Quick Guide](#) for requesting transcripts through [Naviance \(log in through Clever\)](#).

Clever login is:

**Username:** HAC login

**Password:** e=ID#

4. If using [Common App](#), don't forget to [match your Common App to Naviance](#).  
[Common App Matching Guide 2022](#)
5. **ECE & SCC STUDENTS:** You will also need to send your [NWACC transcript](#) or [NWTI transcript](#) to your college.

**REMINDER:** You are responsible for sending your ACT scores, AP scores and other relevant documents to your college or scholarship.

**RHS REGISTRAR:** Wendy Atkinson: [wendy.atkinson@rpsar.net](mailto:wendy.atkinson@rpsar.net)

[Additional Detailed Instructions](#)