

Requesting an Official College Transcript for CHS/UHS Courses & Official AP and/or IB Scores

College credit is awarded by the college the student enrolls in after high school.

Each college makes the decision about awarding credit and placement. Visit the college website for its policy.

- If you have taken any UHS (University in High School) or CHS (College High School) courses at Ballston Spa, you can request an official transcript directly from the college that sponsors each course. If you have taken any AP (Advanced Placement) or IB (International Bachelorette) exams, you will need to contact the appropriate place (as listed below) to request an official copy of your scores be sent to the college you will be attending. Please be aware that requesting these scores is the student's responsibility and cannot be requested by the School Counseling Department.

CHS/UHS Courses Offered

- The links below will take you to each college that currently offers courses at Ballston Spa High School. It is your responsibility to contact the college and/or university directly to request your transcript be sent to the college you will be attending as a freshman.
- Please also be aware that there are usually fees associated with these requests as well as minimum turnaround times. If you have questions regarding this process, please contact the appropriate college directly.

Hudson Valley Community College <https://www.hvcc.edu/registrar/transcripts.html>

- College Algebra w/Trigonometry (MATH 150)
- Government & Politics (POLS 105)
- French 4 & IB French yr 1 (FREN 200)
- French 5 & IB French yr 2 (FREN 201)
- Intermediate Algebra (MATH 110)
- Interpretations of American History I (HIST 110)
- Interpretations of American History II (HIST 111)
- Macroeconomics (ECON 100)
- Pre-Calculus 11/12 (MATH 170)
- Psychology (PSYC 100)
- US Government & Politics (POLS 105)
- US History (HIST 111)

Rochester Institute of Technology <https://www.rit.edu/academicaffairs/registrar/academic-transcripts>

- CIMS/Robotics
- Civil Engineering
- Design and Drawing for Production
- Digital Electronics
- Engineering Design and Development
- Principles of Engineering

Schenectady County Community College <http://sunysccc.edu/Academics/Register-for-Classes/Transcripts.html>

- AP/CHS Biology (Bio 141)
- AP/CHS Physics (PHY 153)
- Astronomy – Cosmic Systems (AST 127)
- Astronomy – Exploring Space (AST 123)
- Business Mathematics (BUS 113)
- College Composition (ENG 123)
- College Literature & Writing (ENG 124)
- Drawing & Painting II (ART 128)
- French 3 (FRE 122)
- Introduction to Business (MGT 123)
- Mathematical Topics (MAT 145)
- Principles of Business Marketing (MKT 123)
- Public Speaking (COM 105)
- Spanish 3 (SPA 122)

SUNY Adirondack <https://www.sunyacc.edu/transcript>

- Adv. Video Editing, Animation & Visual Effects (COM 181)
- College Career Financial Management (ECO 101)
- Graphic Design I (ART 222)
- Graphic Design II (ART 252)
- Photography (ART 104)

SUNY Albany <http://www.albany.edu/registrar/transcripts.php>

- AP/UHS Calculus AB/BC (AMAT 112)
- AP/UHS Statistics (AMAT 108)
- Spanish 4 & IB Spanish Year 1 (ASPN 200)
- Spanish 5 & IB Spanish Year 2 (ASPN 201)

Requesting Scores for Advanced Placement Exams

- Please use the following link to request official scores:
http://www.collegeboard.com/student/testing/ap/exgrd_rep.html

Requesting Scores for International Baccalaureate Exams

- Notify your IB Coordinator prior to July 1 in order to have a free transcript sent to your college.
- To have your official IB score(s) sent after July 1 go to: https://rrs.ibo.org/replacement_orders/index.cfm