



**RE: HHS/CIS and/or PSEO Students Requesting Transcripts after Senior Year**

Dear Tech Senior, who has taken an HHS/CIS course(s) and/or PSEO class(es):

You have an official transcript at St. Cloud State University that needs to be sent to your college if you would like to receive credit. **Tech High School does not have access to your St. Cloud State transcript.** If you are planning to attend a MINNESOTA STATE COLLEGE or UNIVERSITY, that institution may obtain your transcript FREE OF CHARGE. Contact your institution directly for further information. For those attending college outside of the Minnesota State College system, to send your SCSU transcript to your college of choice you can pick three ways:

1. **By Mail:** Use the attached form to make your request through the mail. You will need to send a check payable to “St. Cloud State University” for \$10.
2. **Online:** Go to the St. Cloud State website and go to “Student Registration and Financial Services.” A credit card and valid email address is required. Cost is between \$8.50 and \$10 depending on which type of delivery system you use (electronic pdf sent by email or traditional mail).
3. **In Person:** Use the attached form and take it to SCSU Business Services in the Administrative Services Building, Office 123. Cash, check, or credit card will be accepted for the \$10 fee.

• **PLEASE NOTE:** Your SCSU transcript may not be finalized until the middle of June. You should check online at SCSU to make sure your grades are posted before you make your request. One other thing to keep in mind as you go about requesting your transcripts from SCSU: the request form needs you to supply your SCSU ID or your Social Security Number. For many of you, SCSU does not have a record of your Social Security Number, so you will need to provide your SCSU ID. Your SCSU ID is an 8-digit number (also known as Tech ID). If you need to access that number, you can check with your HHS/CIS teacher or with Jeni Schad in the Counseling Office.

Congratulations on completing college credits at Tech High School. We are so proud of you and hope that it will help you in the future. Please feel free to contact Jeni Schad with any questions.

Best wishes,

Jeni Schad  
School Counselor  
(320) 370-8364  
[Jennifer.schad@isd742.org](mailto:Jennifer.schad@isd742.org)

**OFFICE OF RECORDS AND REGISTRATION**

720 4th AVENUE SOUTH, AS 118  
 ST. CLOUD, MINNESOTA 56301-4498  
 PHONE: (320)308-2111  
[registrar@stcloudstate.edu](mailto:registrar@stcloudstate.edu)

**REQUEST FOR TRANSCRIPT(S)**
**Payment for transcript(s) is due upon submission of request.**


If you need an official SCSU transcript sent to a Minnesota State College or University, that institution may be able to obtain your SCSU transcript free of charge. Please contact that institution directly for further information. The list of these institutions can be obtained at [www.minnstate.edu](http://www.minnstate.edu) or at the Office of Records and Registration, AS118.

SCSU I.D. or SSN # \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Name \_\_\_\_\_  
First Middle Last Previous

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By checking this box, you consent to use electronic signatures rather than paper documents.

**SIGNATURE OF STUDENT \_\_\_\_\_ (REQUIRED)**

**REQUEST #1**
**Number of transcripts:** \_\_\_\_\_

**\$10 per transcript**

- Pick up. Date \_\_\_\_\_
- Mail (Allow 3-5 business days. Make checks payable to SCSU)

**Send to the following NAME and address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Wait to process until current semester grades are finalized
- Wait to process until degree is posted
- I attended SCSU before 1978
- I attended Minnesota State University-Akita

**REQUEST #2**
**Number of transcripts:** \_\_\_\_\_

**\$10 per transcript**

- Pick up. Date \_\_\_\_\_
- Mail (Allow 3-5 business days. Make checks payable to SCSU)

**Send to the following NAME and address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Wait to process until current semester grades are finalized
- Wait to process until degree is posted
- I attended SCSU before 1978
- I attended Minnesota State University-Akita

**For In-Person Service, payments (cash, check or credit card)  
 are directed to Business Services, AS 123**