

## **Castro Valley High School**

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# **Obtaining a Transcript** *Official vs. Unofficial*

An **UNOFFICIAL** copy of a transcript is unsealed.

An **unofficial transcript** is used as a reference for you; to use when filling out college applications, teacher recommendations, to check graduation status, good student driver discount, and any application requesting a copy of a transcript without the word “official”. Note: You may print a transcript from the ABI Student Portal when applying for CSF or Honors/AP applications on CVHS campus.

**To obtain an unofficial copy of your transcript:** Stop by the Registrar’s walk up window, located down from the Main Office in the 800 hallway, and simply provide your student ID number (for current students only). Unofficial transcripts can be printed while you wait. You can also email or fax the Registrar and ask that an unofficial copy be faxed or email to you. Counselors and House Secretaries may also be able to print unofficial copies too.

An **OFFICIAL** transcript is sealed in an envelope.

An **official transcript** is generally requested by colleges during or after the application process. Read college applications thoroughly to determine when to send the official copy. When applying to the CSU’s, send your official transcript when you are advised to do so by them, typically after completion of your first semester. The UC’s generally require your transcript after you’ve graduated (to verify graduation and your self-reported grades). Private college applications vary. Official copies are sent electronically attached to the secondary school report or mid-year reports, with the counselor or teacher recommendations, or via US Mail with the private college request for high school transcript forms. **Read the applications completely and check your emails** so as not to duplicate your requests. When applying for scholarships, check to see if the application requires an official copy.

**To obtain an official copy of your transcript:** Fill out a transcript request form online on the CVHS website or give the hard copy to the Registrar. Often a transcript can be prepared while you wait but during the “peak” season, and due to the high volume of requests, it may take up to 5 business days. Please plan ahead, and try not to wait until the last minute. **Check your emails frequently for notifications from colleges!**