

Need to request an official transcript or counselor recommendation? Here's how...

#1: Know your Deadline!

It takes time for a transcript/recommendation request to be processed. All requests must be submitted at least 10 school days prior to your deadline. ***A \$2 late fee will be applied to requests submitted less than 10 school days in advance.***

Complete Your Transcript/Recommendation Request in the Counseling Office

Pull your card from the Transcript Requests box on Mrs. White's desk. Complete the form by filling out one line for each transcript/recommendation you are requesting. If you need 3 transcripts, you will fill out 3 lines on the card. Centennial will only process transcript requests submitted via a completed transcript/recommendation card request. We will not process any online transcript or recommendation requests until we have received a completed transcript card request corresponding to the online request.

Counselor Recommendation Required?

Check the college or scholarship website carefully to see if a counselor recommendation is required as part of your application. If a recommendation is required, follow these steps...

- Step 1: Student and Parent/Guardian complete a Senior Recommendation Profile and turn it in to your counselor. Electronic version is available on the counseling website on the 'Just for Seniors' page. Hard copies can be picked up in the counseling office.
- Step 2: Locate the counselor recommendation form:
 - If recommendation is sent electronically, enter your counselor's name and email into your online application to allow your counselor to access your online recommendation portal. (Make sure you enter the email address accurately!)
 - If the recommendation is only available in hardcopy or PDF form, print it out to turn in with your request card
- Step 3: Indicate on your transcript card that a recommendation is required and indicate if it will be sent electronically or hard copy (if hard copy, attach the form to the card)

Transcript Delivery Options:

- ⊙ Georgia Public Colleges/Universities & NCAA (Electronic/No Cost): Your application to the college should be submitted before requesting a transcript/recommendation.
- ⊙ Common Application (Electronic/No Cost): Only available for schools on the Common App. Requires you to enter your counselor's name and email as your requested recommender for your Secondary School Report. You must fill out and submit your Common App before submitting a transcript/rec request. If any of your Common App schools require a Mid-Year Report, you must submit another request at that time.
- ⊙ College Application Portal (Electronic/No Cost): Only available for schools who provide the option to send a request through their application portal. Requires you to submit your school counselor's name and email as a part of the application
- ⊙ Parchment (Varies): Available for ALL other colleges. Students will be given information to create a Parchment profile and upload credit card information. If your college is a member of the Parchment network the transcript will be sent at no cost. If out of network, you will be charged a fee which will appear on the last screen of your transcript order.
- ⊙ Hard Copy (\$3): If you would prefer a hard copy of your transcript, the fee is \$3. The transcript will be prepared for you to pick up within 10 days of request date. It is your responsibility to mail the transcript and/or counselor recommendation form to your college or scholarship.

Students are responsible for following up with the college to verify that their transcript/recommendation has been received.

Transcript Fee Summary

Electronic Transcripts: No Charge **Paper Transcripts:** \$3 each

Late Fee: \$2 each (applied to requests submitted less than 10 days in advance of the deadline.)

Unofficial Transcripts: Can be printed from Home Access Center or Student Access Center.

*****If you have questions, ask Mrs. White or your counselor*****