

# Transcript Requests

## High School Transcripts:

To send your official high school transcript to the college or university you will be attending next fall, please use Parchment. ([www.parchment.com](http://www.parchment.com)). If you have created an account, you can log in and request the transcript be sent. If you have not created an account, you will have to do that before requesting. Transcripts will be mailed after final grades are reported.

## U of M Transcripts (College in the High School):

If you took classes through the U of M (Advanced Algebra, Statistics, Pre-Calculus, Spanish 3), you will need to fill out an official transcript request form from the U of M. Forms can be found in the high school office, or on the U of M Crookston's website. The cost is \$15. If you do not know your university ID, put in your last 4 of your SSN so they can find you that way. Have it sent to the college or university you will be attending next fall.

## AP Courses:

If you took an AP class (Calculus, Spanish 4) and need your AP test score sent to the college or university you will be attending, you will need to request it from the College Board. You will need to create an account, and then request your score(s). The website is [www.collegeboard.com](http://www.collegeboard.com).

## PSEO Courses/College English (College in the High School):

If you took a PSEO class(es) at Minnesota State Community and Technical College, you will need to request a transcript be sent from them to the school you are planning to attend. You can request the transcript online at [www.minnesota.edu](http://www.minnesota.edu).