

Registrar's Office: Transcripts

- A **FINAL transcript** must be mailed to the college you plan on attending, *even if you have already been accepted* for the fall semester because it shows your **official Graduation Date**
- You must send a **FINAL transcript** *even if you've already sent a transcript* to your school previously or when you first applied
- These must be sent directly to your college from the Registrar's office—*they **can not be handed to you or your parent to take to the college!***
- Once you've **officially graduated**, the final transcript will be sent to any colleges you list on your Final Transcript Request form

Final Transcript Deadline

- The **last day** to request a Final Transcript *prior to graduation* is:

Wednesday, May 24th

- After Wednesday, May 24th, Final Transcript Requests will **NOT** be accepted until

Tuesday, June 6th

- *Transcripts are not completed & sent the same day they are requested (there's a 24-48 hour turn around). Do not request a transcript the same day it needs to be mailed—**be aware of your deadlines!!***

Additional Transcript Info

- Don't forget, you might want to send one to:
 - NCAA (*for sports*)
 - NAIA (*for sports*)
 - Financial Aide (*if necessary*)
- Each transcript you want to send costs **\$2**
- Remember: just because you sent a transcript to your school when you applied, does **NOT** mean a Final Transcript will automatically be sent—you **MUST REQUEST** the Final Transcript be sent!

Where to Request Your Transcript

- Request your transcripts in the **Registrar's Office**
 - *Located between the front office and the main counseling office*
 - *You can submit your final transcript request any time from now until **Wednesday, May 24th***
- Klein ISD does **not** accept 3rd Party Transcript Service requests
 - *Example: NeedMyTranscript.com, parchment.com, or docufide*
- To request an official transcript be sent to your school, you **must contact the KFHS Registrar's office directly**
- **Do not waste your money** on 3rd party services—the Registrar's office cannot accept these requests, your transcript will not be sent, and the service will keep your fee!

Graduation Practice

- It's very important that you attend **both** days of **Graduation Practice!**
 - On **Wednesday, May 31st**, you will find out if you will be eligible to participate in the June Graduation ceremony
 - On **Thursday, June 1st**, you will get your seat assignment so you know what row & seat you are in, and where to go on **Saturday, June 3rd** (Graduation Day!)

Graduation: June 3rd, 2017

- **Promptness!**

- Be **on time (1:30 pm)** on Saturday or you might not get to walk across the stage!

- *Early is even better!*

- **Proper attire!**

- If you are not **dressed appropriately**, you may not walk!