



COLLEGE &  
CAREER  
CENTER

## EHS College and Career Center Transcript Tips

### What is a transcript?

Your high school transcript is a record of all your high school courses, grades, and credits. You may need a copy to apply to college, find a job, or compete for a scholarship. In addition to a high school transcript, you may also have established one or more college transcripts if you've participated in programs such as Running Start, UW in the High School, and/or CTE Dual Credit.

### Official versus unofficial transcripts

There are two versions of your high school transcript: official and unofficial. Both versions contain the same information and will look nearly identical. An official transcript from Eastlake High School includes our Registrar's official seal and tamper-proof marks on a sealed envelope.

### Do colleges, scholarship providers and employers request transcripts in the same way and/or in the same time frames

**In short, no.** Institutions request and receive transcripts in different ways. Read the school's or scholarship provider's transcript requirements carefully to determine:

**Now or later?** Some schools want your transcript upon application, some schools (such as the University of Washington or California University and State schools) want it after you've been admitted and have decided to enroll.

**Official or unofficial?** Colleges will need an official copy of your transcript at some point of the process; Scholarship providers and other organizations will sometimes let you get by with an unofficial copy. When in doubt, request an official transcript.

**How will it be sent and/or received?** Transcript send and receive policies vary by school and application portal.

## How do schools get my final senior transcript?

Near the end of your senior year, you will complete a “Senior Check Out” survey. You will indicate where you want your final transcript sent. Transcripts are mailed by Eastlake’s registrar soon after final grades are logged, near the end of June.

### Typical transcript destinations

**Common Application:** If you've invited your counselor to your Common Application in the Common Application portal, no further steps are required to request your Eastlake transcript. Your counselor will automatically upload one for you.

**Coalition Application:** You must make separate requests for counselor tasks such as transcripts and letters of recommendation in the Coalition portal. Your counselor then knows to upload these items for you. Remember, the University of Washington (a Coalition school) does not require an official transcript until you’ve been admitted and have decided to enroll.

**Washington State University:** Fill out the [online Transcript Request Form](#) on PowerSchool and check the box to have your transcript uploaded to WSU.

**Other schools:** If your school requests a mailed copy of your transcript, fill out the [online Transcript Request Form](#). The Counseling office, will create an official transcript with the Registrar's official stamp and place it in a sealed envelope with a Registrar stamp across it so that it's evident if it's broken. Come to the Counseling Office 2-3 days later to pick up your transcript. You will need to address it, add postage, and mail it.

**Schools where students self-report courses and grades on the application and send a transcript after admitted and enrolled:** Many public colleges and universities will ask for you to self-report your courses and grades during the application process, with an official transcript required only after you've been admitted and have decided to enroll. Popular schools that use this process are the University of Washington Seattle and the California University and State schools. If you decide to enroll, Eastlake will send your transcript as part of the end-of-year senior check-out process.

**Scholarship Organizations:** Fill out the [online Transcript Request Form](#) to request either an official or unofficial copy. Come to the Counseling Office 2-3 days later to pick up your transcript and add to your scholarship applications.

**End of Senior Year:** Final transcripts are sent to the destination of your choice based on responses to the Eastlake Senior check-out survey conducted in June.

**Eastlake Alumni:** Fill out the [online Transcript Request Form](#).

## How do I request my University of Washington in the High School class transcript?

- [Order an official transcript directly from UW.](#)

## How do I request my Running Start transcript?

- Follow the transcript request procedures at your Running Start school. Be sure to have your College Student ID number. [Bellevue College Transcript requests](#), [Lake Washington Institute of Technology Transcript requests](#), [Central Washington University Transcript requests](#)

## How do I request my CTE Dual Credit (formerly Tech Prep) transcript?

- [Pacific Northwest College Credit](#) allows Eastlake students to earn dual high school and college credit for select EHS CTE courses.
- Credit articulates to a local community college.
- Transcripts for year-long Eastlake courses are generated during summer quarter. A letter and/or transcript will be mailed from CCC, LWIT, or SCC directly to your home address in late August/early September. You will receive an email that your transcript is complete (and you may request it at any time).
- At all schools, you will be provided with a Student ID number that is unique to the college awarding the credit. You will need this number to order an official transcript to be sent to the college or your choice.
- For more information, [please visit the transcripts link on the Pacific Northwest College Credit website](#) for more information on accessing your transcript.