

REQUESTING TRANSCRIPTS

Seniors

Transcript for College:

Once you have completed and submitted your application using Common App, Coalition App, or directly through the college website you will then update your SCOIR by moving the school from the “Applying” section to the “Applied” section, simply drag and drop. Confirm the type, method and major. This will notify Mrs. Cramer that your documents are ready to be sent. **Please allow 10 working days for your request to be processed by CCHS.** When the Registrar has sent the transcript, it will be marked as **Sent**. You will be able to keep track of your application materials through this website. **Please allow at least 4 weeks for colleges to show a record of receiving your transcript on their website.**

Transcript for scholarships, athletics, or another reason:

Use this google form <https://forms.gle/sJ8oo2oQ4XkwknER6>. The form can only be filled out by students, you must use the cchsemail account to fill it out.

Underclassmen

Use this google form to request all transcripts <https://forms.gle/sJ8oo2oQ4XkwknER6>. The form can only be filled out by students, you must use the cchsemail account to fill it out.

Alumni

Request via the CCHS Online School Store at www.CharlotteCatholic.org