

## SENIOR COLLEGE TRANSCRIPT REQUEST FORM DIRECTIONS

- ❖ Go to <https://www.marbleheadschoools.org/domain/200> to access the senior college transcript request form.
- ❖ You must download the PDF form to your desktop or files in your Chromebook. Open up the form and complete all fields. Be sure to save the form as "First + Last Name, Date".
- ❖ There is a one time \$10 transcript processing fee on MySchoolBucks.com
- ❖ Payments must be submitted & received via MySchoolBucks.com in order to process your transcript request form. No checks or cash will be accepted.
- ❖ If you do not have an account, you will need to create one at [www.myschoolbucks.com](http://www.myschoolbucks.com). Once you are signed into your account, go to "School Store > Store Home > Transcript Fees" to submit payment.
- ❖ **DO NOT EMAIL FORM TO YOUR COUNSELOR.** You must send the completed form to [mhs\\_transcripts@marbleheadschoools.org](mailto:mhs_transcripts@marbleheadschoools.org) for processing.
- ❖ In the email subject line, type your "First + Last Name", attach the completed file and send.
- ❖ Students can submit as many transcript request forms as needed. You can list up to 10 schools for each form.
- ❖ Transcript request forms **MUST** be submitted to the MHS Transcript email by the deadline dates listed below.

College Admissions Deadline	Counseling Office Deadline
October 15, 2023	September 22, 2023
November 1, 2023	October 11, 2023
November 15, 2023	October 25, 2023
December 1, 2023	November 9, 2023
December 15, 2023	November 22, 2023
January 1, 2024	November 30, 2023
January 15, 2024	December 18, 2023
February 1, 2024	January 11, 2024
February 15, 2024	January 25, 2024
March 1, 2024	February 2, 2024

**\*\*If your college is Rolling Admissions, please allow three (3) weeks for processing\*\***