TRANSCRIPT REQUEST INFORMATION

General transcript ordering information:

- Transcripts are available for Alumni and Current Students
- If you are ordering a hard copy to be sent to a college, please provide the name and address of the college in the appropriate boxes. For more than one college, please order one at a time
- If you are ordering a paper copy for yourself, you may pick it up in the guidance office OR provide an address in the appropriate box
- The average turnaround for processing is 24-48 hours. Holidays will impact the schedule
- For questions regarding your transcript order, contact lorraine.roe@ocps.net

Current Students

- Unofficial transcripts are no charge. See your counselor or guidance clerk
- Electronic transcript sent to a college is $2. Most public colleges are available. If your college is not available, you will be contacted
- Paper copy of official transcript, either for yourself or mailed to a college is $2 per transcript
- [http://www.schoolpay.com/pay/for/Transcript-Request-Current-Students-/Id63Q](http://www.schoolpay.com/pay/for/Transcript-Request-Current-Students-/Id63Q)

Alumni Students

- Electronic transcript sent to a college is $2. Most public colleges are available. Electronic transcripts are not available for grad year 2014 or earlier
- Paper copy of official transcript, either for yourself or mailed to a college is $2 per transcript
- [https://www.schoolpay.com/pay/for/Transcript-Request-Alumni-/Id8ce](https://www.schoolpay.com/pay/for/Transcript-Request-Alumni-/Id8ce)