

How to Obtain Official High School Transcripts

For Scholarship purposes (typically the Doyle Scholarship or Doyle Trustee Award), Official High School Transcripts must be delivered to the SRJC Scholarship Office (not Admissions & Records), signed and sealed in an envelope. By arrangement, transcripts can be submitted electronically to our office ONLY if coming directly from a school official.

1. Contact your high school directly.

You can usually request official transcripts from your high school's registrar, student services or counseling office. If you aren't sure who to contact, call your school's main information line.

Depending on your school, you may be able to request your transcripts online, over the phone, or through the mail, as well as in person.

Or

2. Contact your school district.

You can search for your school district through the National Center for Education Statistics [website](#).

Official High School Transcripts for Homeschool Students

Homeschool students must provide the Scholarship Office with a copy of their school's Private School Affidavit along with the official transcript indicating that they have met all of the high school graduation requirements. If the transcript does not indicate that a diploma has been issued, the student should also provide a copy of their high school diploma OR a copy of the California High School Proficiency Exam (CHSPE) to verify graduation from high school.