

OFFICIAL TRANSCRIPTS and TRANSCRIPT REQUESTS

Official Transcripts are often required for college applications, scholarship applications, or other purposes. Generally speaking, Official Transcripts are similar to student Academic Histories, in that they list what courses have been taken (and grades earned) by a student over the entirety of their high school career. They are stamped with an official seal and then sealed in an envelope marked "confidential". They are only "official" as long as they remain sealed in that envelope. Please use caution, as opening the envelope nullifies their official status.

To request (or order) an Official Transcript, please contact Jean Ponciano, who is our Receptionist in the Skyview High School Main Office. Her contact information is (360)313-4203 and jean.ponciano@vansd.org. She will require that you complete the [Official Transcript Request Form](#), listing the number of copies you need & documenting where you intend to send them.

Generally speaking, Official Transcripts are available to pick-up within 2-3 days. Because of the sensitive nature of Official Transcripts, and the fact that they are regularly used for time-sensitive application processes, Skyview High School does not send them out for you. Just to repeat, **WE ARE UNABLE TO SEND TRANSCRIPTS or APPLICATIONS TO COLLEGES OR AGENCIES...THIS IS A STUDENT/PARENT RESPONSIBILITY!**

Please be mindful of college/scholarship dates and deadlines. Be sure to order transcripts with ample notice, pick them up within 2-3 days, and send them to their required destination well ahead of any final deadline. Gaining admission into college or receiving scholarship dollars may well depend on meeting these deadlines...be proactive!