



GHNO Transcript FAQs

What is a transcript?

A transcript is an official document identifying all **high school courses** that have been taken for high school credit and the grades received. In the State of Texas, a transcript is also called an "Academic Achievement Record."

What does it mean to be official vs. unofficial?

To be "official," the document is signed by a school official, sealed, and sent directly to another academic institution. It is not common to need an official paper transcript prior to graduation unless you are transferring to a private or out-of-state high school. For Texas public schools, academic records are often sent electronically through Texas Records Exchange (TREx). In many cases the organizations asking for a transcript will accept an "unofficial" transcript.

Can I have a copy of my transcript?

Yes. It is IMPORTANT to note that student records, including the academic transcript, are protected by the FERPA Privacy Act of 1974 (5 U.S.C. 552a). If the student is age 18 or older, ONLY the student may request a copy of his or her transcript. Family and friends are not permitted access to student records without the written consent of the student. Parents/Legal Guardians of a student under the age of 18 may request a copy of the transcript, but they must also complete the online form.

How do I request a transcript?

Either the College Counselor or Registrar can fulfill a transcript request – it depends on why you need the transcript. The general rule of thumb is that if you are currently a senior and the transcript is sent through Naviance, you will go through the college counselor; all other requests are processed by the Registrar.

College Counselor	Registrar
• College applications (seniors) • Scholarship applications, if transcripts are sent through Naviance • Military academy nomination	• Withdrawal/transfer • 7-9th grade students who have completed one or more high school course (i.e. Algebra 1 or 2) • Summer programs • Scholarships (not sent through Naviance) • Non-college programs • Drivers permit • Alumni requests
Seniors/College: request in Naviance Others: email your College Counselor	Link to general transcript request form

What is the processing time?

Although we will process transcript requests as quickly as possible, we require a minimum of five school business days for transcript requests. The exception to this would be final year transcripts (meaning transcripts that include semester 2 and final year grades), which will begin being processed in mid-June.

What form do I need to complete to request my transcript?

- FOR COLLEGE APPLICATIONS, rising or current seniors will need to request the transcript(s) in their Naviance Student account after July 1. [Here is a tutorial](#) on how to request a transcript in Naviance.
- FOR ALL OTHER PURPOSES, parents and/or students will use the general transcript request form (linked above).

Who do I contact if I have questions about my transcript?

Contact your Registrar or College Counselor by email or by phone at 210-888-9483.

Registrar: melissa.white@greatheartstxschools.org or ext 643

College Counselor: ghnocollegecounseling@greatheartstxschools.org or ext 614