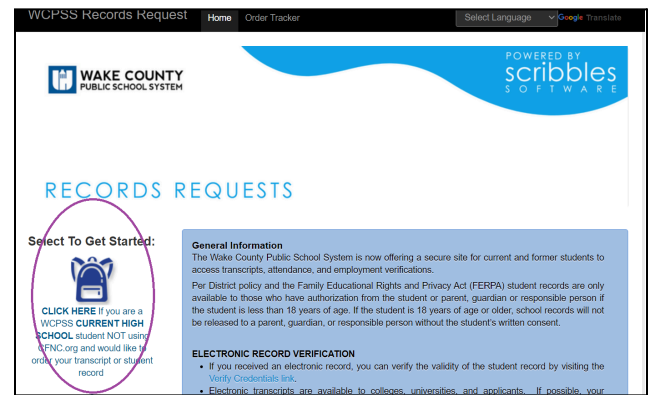


How to Request a Transcript for CCP

Students must submit their transcript as a part of the CCP application. Here are the steps to request a transcript as a current high school student:

1. Go to <https://wcpss.scribborder.com/>.
2. Click the Bookbag icon on the left side of the page:



3. Complete the online application.
 - a. Make sure that you include your **Student ID number**.

- b. Near the bottom of the application, under “**Reason(s) for Request of Student Record**,” select “**College**.”

- c. Near the bottom of the application, under “**Select The Information Type(s) Requested**,” select “**College and Career Promise (Electronic Copy)**”

4. Sign and continue by clicking “**Update Fees - Prepare for Checkout**” and submit the application.