

(2)
Student Transcripts of Record Procedure.

High School Transcript for W.R.A.

Make two copies of transcript (Form 182) for WRA office, Washington D.C.
This is for all students relocated, graduated and discontinued school.

Transcript for new school.

Do not give transcript to student.
Send it to the new school. ~~It is to be~~
~~going to (if they know what school they will~~
~~be going to,)~~ ~~if they do not know wait~~
for a request from the school.

When you get the request for the student's transcript -

1. Make 2 copies (one for file + one to be sent).
2. Fill in every blank (either with a "mark", or words" or dash -)
3. Hand in to principal's office for signature.