Student Transcripts of Record Procedure.

High School Transcript for W.R.A.

Make two copies of Transcript (transmit) for W.R.A. office, Washington, D.C. This applies for all students relocated, graduated and discontinued school.

Transcript for New School.

Do not give Transcript to student. Send it to the new school. They or they are going to if they know what school they will be going to. If they do not know what school they are going to, send it to the principal of the school.

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

1. Make 2 copies (one for file and one to be sent).
2. Fill in every blank (either with a “mark” or word or dash—)
3. Hand in to principal's office for signature.