

# Helpful Hints to Successful Sending

## *Electronic Transcript Exchange 2013*



**FINAL TRANSCRIPTS FOR GRADUATED SENIORS 2013**  
should include the following:

- \_\_\_\_\_ **Graduation Date**
- \_\_\_\_\_ **FINAL** (indicate when uploading in counselor center)
- \_\_\_\_\_ **Unweighted GPA**
- \_\_\_\_\_ **Class Rank**

**The following items are RECOMMENDED but not required:**

- \_\_\_\_\_ EOI testing information
- \_\_\_\_\_ Immunization information

### **Additional information:**

- \_\_\_\_\_ For students that have NOT graduated the colleges have asked that future graduation date NOT be included.
- \_\_\_\_\_ When uploading in counselor center only chose "Current" or "End of Term." "FINAL" is reserved for only those students that have graduated.
- \_\_\_\_\_ When the word FINAL and Graduation Date are provided on a transcript that is the essential indicator that the student has met all requirements set forth by State Department of Education.
- \_\_\_\_\_ A helpful inclusion is Graduation Plan being indicated by wording of: College Preparatory (as established by ACE Curriculum).