

TRANSCRIPT REQUEST PROCEDURE

The Academic Advisement Office must mail Official Transcripts to the requesting institution. An official transcript has the official school seal or signature and must be sent directly to a college to be considered official. The Academic Advisement Office has an official TRANSCRIPT REQUEST FORM that must be filled out by the senior. Transcripts are then mailed directly to the school. If it needs to be forwarded to the school with other application information, it can be given to the student in a sealed envelope to be mailed to the university. If it arrives having been opened, it is no longer official. Colleges require an official transcript for admission.

Final transcripts will be mailed after final grades are posted at the end of the year. Before graduation, please make sure your counselor knows where you want your final transcript sent.

Dual Credit Transcripts are awarded by the college/university that the credit was offered through. It is the student's responsibility to contact the college or university that awards the college credit received in dual credit classes. Students must request that their transcript be sent to the college or university in which they plan to attend. Archie High School does not have access to these transcripts. Request forms are found online at www.archie.k12.mo.us or on each college/university website.

Dual credit has been awarded through:

UNIVERSITY	ADDRESS/PHONE	WEBSITE	FEE
University of Central Missouri (UCM)	Ward Edwards 1000 Warrensburg, MO 64093 660.543.4914	http://www.ucmo.edu/registrar/records/request.cfm **Request by mail or online	\$5
University of Missouri-Kansas City (UMKC)	5100 Rockhill Road Kansas City, MO 64110 816.235.1125	http://www.umkc.edu/registrar/records/transcripts.asp *Request by mail or online	\$7

The following courses are offered through UCM:

ENGL 1020—English Composition I
COMM 1000—Public Speaking
SPAN 1601/1602—Elementary Spanish I/II
AGRI 1420—Animal Husbandry (Animal Science)
PSY 1100—Psychology
CJ 1000—Introduction to Criminal Justice

The following courses are offered through UMKC:

MATH 110—College Algebra
HIST 206—World Civilization to 1600
HIST 208—World Civilization Since 1600
POL-SCI 210—American Government
CHEM 211—General Chemistry I with Lab
HIST 101—American History to 1877
HIST 102—American History Since 1877