



Official Documents Policy

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| Official College Transcripts are: |
| Received in a sealed envelope from the institution |
| Received via Official Electronic Transcript delivery service (ET, Parchment, E-Script) |
| Unofficial College Transcripts are: |
| Faxed |
| Emailed (either in body of email or an attached PDF) |
| Any opened envelope that is delivered by the student or another person |
| Photocopied |
| Any marking that states “unofficial” |
| Any transcript in an envelope with a seal that has been broken/resealed |

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| Official High School Transcripts are: |
| Signed and/or seal and received in a sealed logo envelope from the high school |
| Received via Official Electronic Transcript delivery service (ET, Parchment, E-Script) |
| Unofficial High School Transcripts are: |
| Faxed |
| Emailed (either in body of email or an attached PDF) |
| Any opened envelope that is delivered by the student or another person |
| Photocopied |
| Screen shots |
| Any marking that states “unofficial” |
| Any transcript in an envelope with a seal that has been broken/resealed |
| Any transcript mailed in an envelope that is not from the high school |

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| Official Test Scores are: |
| Received directly from CollegeBoard, ETS or ACT |
| Received via Official Electronic Transcript delivery service (ET, Parchment, E-Script) |
| Received on official high school transcript |
| Unofficial Test Scores are: |
| Faxed |
| Emailed (either in body of email or an attached PDF) |
| Any opened envelope that is delivered by the student or another person |
| Photocopied |
| Screen shots |
| Any marking that states “unofficial” |
| Any transcript in an envelope with a seal that has been broken/resealed |