



**Official Documents Policy**

<b>Official College Transcripts are:</b>
Received in a sealed envelope from the institution
Received via Official Electronic Transcript delivery service (ET, Parchment, E-Script)
<b>Unofficial College Transcripts are:</b>
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

<b>Official High School Transcripts are:</b>
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)
Under certain circumstances, high school transcripts will be accepted through email directly from a high school official to a YCP official
<b>Unofficial High School Transcripts are:</b>
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

<b>Official Test Scores are:</b>
Received directly from CollegeBoard, ETS or ACT
Received via Official Electronic Transcript delivery service (ET, Parchment, E-Script)
Received on official high school transcript
<b>Unofficial Test Scores are:</b>
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