

TPS High School Courses Transcript Request

Revised Oct 16, 2019

Please review these instructions on how to fill out a TPS High School Courses Transcript Request. This form must be completed one of two ways:

Option 1: Fill out in Adobe Reader (preferred)

1. Save form to your computer
2. Open Adobe Reader application
3. Open the saved form inside Adobe
4. Complete the form
5. Save completed form
6. Send the completed form to support@pottersschool.org

Option 2: Fill out by hand

1. Print the entire application
2. Fill the form out legibly in blue or black ink
3. Scan the entire form and save as a .pdf file (not .jpg)
4. Send .pdf form to support@pottersschool.org

Instructions

1. Page 1 – Release form. This must be signed by the parent, or the student if over 18
2. Page 2 – Student and parent information as will be printed on the transcript
 - a. Under “Email Address”, use the parent email address
 - b. Under “Graduation Year”, fill in the anticipated high school graduation year for the student
3. Page 3 – Include all TPS courses to be listed on the transcript
 - a. Courses taken over the summer are considered to be part of the following Fall/Spring year. For instance, if a student is in 10th grade for the 2015-16 school year, then classes taken in Summer 2015 would be considered 10th grade courses
 - b. Fees
 - i. Preparation costs are based on number of academic years (not number of courses). If high school courses were taken over five academic years (e.g., in grade 8) then the 5-year fee applies:
 1. 1 academic year - \$55
 2. 2 academic years - \$105
 3. 3 academic years - \$150
 4. 4 academic years - \$195
 5. 5 academic years - \$240
 - ii. Mailing costs
 1. Above fees include emailed reports to four email addresses specified in the initial request.
 2. Add \$10 for each U.S. postal address
 3. Subsequent requests that require no additional preparation are billed for mailing only:
 - a. \$20 for up to five email addresses
 - b. \$15 for each U.S. postal address
 - c. Overseas postal addresses will be custom-billed

4. Page 4 – Include all outside TPS courses to be listed on the transcript.
 - a. Only available to TPS Diploma students.
 - b. For each course, specify full-year or single semester of credit.
 - c. NARHS will contact you for verification information and anything needed to credit the courses.
 - d. \$100 per outside course, with no additional charge after four courses (\$400) per academic year.
5. Page 5 – List all recipients of transcripts
 - a. Official Transcript (OT) recipient guidelines and limitations:
 - i. Please check with each school or recipient to determine how that organization wants to receive the official transcript (OT). Email is strongly preferred for efficiency, but some schools will accept only postal mail or only email and it is not safe to assume one or the other. **It is a common mistake to ignore this step and have the transcript sent incorrectly. This mistake costs time and money, and maybe jeopardizes the application.**
 - ii. An OT can be sent by email only to outside schools or organizations (not to individuals or families). Parents will receive one copy of the unofficial transcript but cannot receive an OT by email. The unofficial transcript is exactly the same as the OT but without the official seal.
 - iii. An OT sent by postal mail is only official only if the mailing envelope is sealed. The moment it is opened, the transcript is no longer official. **Families should not have official copies mailed to themselves.**
 - b. Transcript mailing fees:
 - i. The initial request may list up to four email addresses at no additional charge (the “unofficial” copy to the family is not counted). Additional emails (beyond four) in the initial request will be billed at \$20 per email (we recommend making a separate request for additional emails).
 - ii. U.S. postal address will be billed at \$10 per recipient. Overseas postal addresses will be custom-billed.

Processing Timeline

Total processing time is typically three calendar weeks from when TPS receives the completed request form. (Subsequent requests for the same transcript are much faster.) Delays in any step will extend this estimate. There is no “expedite” process, even for an extra fee.

1. Email this completed form to support@pottersschool.org
2. TPS review the request, correct errors, clarify questions, determine fees, and send the fee amount to the family. Typically, this takes 2-3 weekdays.
3. Family pay the fee and reply to TPS that the fee is paid.
4. TPS submit the transcript request to NARHS. Typically, this takes one weekday from when the family reports that the fee is paid.
5. NARHS processing typically takes two calendar weeks.

Authorization and Release

TPS - The Potter's School partners with North Atlantic Regional High School (NARHS) (www.narhs.com) to provide an accredited transcript for successful completion of creditable TPS courses. NARHS is accredited by the U.S. Middle States Association of Colleges and Schools to provide transcript credits accepted in the U.S. and internationally by public and private schools, colleges and universities, and scholarship programs.

Written authorization is required for TPS to provide student information and grades to NARHS for preparation and transmission of the transcript. Neither TPS nor NARHS will provide your information to any other party without your written consent.

I give TPS permission to share my student name, address, date of birth, and academic information with NARHS for the purposes of transcript generation and transmission.

_____ (parent signature and date for students under 18)

_____ (student signature and date for students 18 and older)

Required Personal Information

Student Name:
(as it will appear on transcript)

Gender:

Father's Full Name:

Mother's Full Name:

Postal Address:

Phone Number:

Parent Email:

Date of Birth:

Graduation Year:

TPS Diploma

Is this student pursuing a TPS Diploma?

No

Standard

Honors

TPS Courses

Please list all TPS courses you want to appear on the transcript for high school. Please see instructions for details and fees.

Grade 8 TPS courses to transcript for HS (if student took TPS HS courses in grade 8)

Grade 9 TPS courses to transcript for HS

Grade 10 TPS courses to transcript for HS

Grade 11 TPS courses to transcript for HS

Grade 12 TPS courses to transcript for HS

Courses Completed Outside TPS (TPS Diploma only)

This section is only for TPS Diploma students. **If you must transcript non-TPS courses and you are not in the TPS Diploma program, do not submit any part of this entire form.** Instead please apply directly with North Atlantic Regional High School (NARHS) (www.narhs.com) or another transcript provider.

Please list all courses completed outside TPS that you want to appear on the transcript. Please note that you will be charged per course (not per year). Please see instructions for details and fees. For these non-TPS courses, NARHS will contact you to request details such as description, syllabus, assignments, evaluation, etc.

Grade 9 non-TPS courses to transcript

Grade 10 non-TPS courses to transcript

Grade 11 non-TPS courses to transcript

Grade 12 non-TPS courses to transcript

Addresses

Please list all addresses (email, postal) you want to receive the transcript. Do not list your own address (you will receive an unsigned copy). Up to four email addresses in this request are included at no additional charge. Please see instructions for other address fees.

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Address 6:

Additional Addresses: