**WINTHROP UNIVERSITY**

**FINAL HIGH SCHOOL TRANSCRIPT REQUEST FORM**

INSTRUCTIONS: COMPLETE THIS FORM AND FORWARD IT TO THE RECORDS OFFICIAL AT YOUR CURRENT OR FORMER HIGH SCHOOL.

**DEADLINE FOR SUBMISSION: JUNE 30**

PLEASE PRINT

TO: Records Officer

Name of High School

FROM: Student Name

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
</table>

SUBJECT: Final High School Transcript Request

Please send my **official final high school (please see page 2)** transcript to:

Office of Admissions
Winthrop University
Joynes Hall
Rock Hill, South Carolina 29733
Telephone: 803/323-2191 or 800-946-8476
FAX: 803/323-4952

Student Information:

Social Security Number: ____________________________________________________________

Name While Enrolled (if different from above): _______________________________________

Current Address: ________________________________________________________________

City_________________________________ State ____________ Zip code _____________

Area Code and Telephone Number: (________) _________________________________________

Student Signature____________________________________________________________ Date____________________
TO THE RECORDS OFFICIAL

PLEASE SUBMIT AN OFFICIAL FINAL HIGH SCHOOL TRANSCRIPT FOR THE STUDENT ON PAGE ONE TO THE OFFICE OF ADMISSIONS BY JUNE 30. THE TRANSCRIPT SHOULD PROVIDE THE GRADUATION DATE, FINAL GPA AND CLASS RANK (IF APPLICABLE.)

*** For public schools in South Carolina, please review the information below that the SC Department of Education provided to the SC Commission on Higher Education:

Effective June 2011

The SC Department of Education (SCDE) has changed their data management system to a product called PowerSchool. This system changes enrollment and grades on a daily basis. The information below contains the final and official high school transcript requirements for SC public high schools for the purpose of awarding state scholarships.

In consultation with SCDE, the following **three requirements must be met when using an official transcript for the purposes of awarding state scholarships** including LIFE and HOPE.

1. Official transcripts must be final and based on the SC Uniform Grading Policy. **All official transcripts must be signed and dated by a school official, and stamped or embossed;**

2. The **Date Calculated** printed on the transcript must be dated between the high school graduation date (May – June), **but no later than June 15th;** and

3. The GPA listed on the transcripts must clearly state SC Uniform Grading Policy or “SC UGP.”

Only grades earned by the end of the official school year in May or the first week in June (not the summer following the official high school graduation) can be used to determine eligibility for state scholarships. As most colleges and universities have a current practice to include language that clearly states all state scholarship awards are tentative and based on the rank and grades posted on the final transcript, this should not present a change to current practice.

However, since this data management system will change the rank in class and grades on a daily basis, **transcripts dated before the official high school graduation and after June 15th will not be accepted as official transcripts for the purposes of awarding state scholarships.**