



## Transcripts

*Unless specified otherwise, in writing, all deadlines will be assumed to be “postmarked by” deadlines.*

**What is on my transcript?** Your transcript will include all grades earned at MCDS, beginning with ninth grade. ABRSM exams, and Quest and subject area awards are also on your transcript. For your college applications, unless you are applying Early Decision or Early Action, the first trimester of senior year will be included.

**Are the comments from my report cards included?** No.

**Can I see my transcript?** Yes. You will receive a copy of your transcript in September of your senior year. Look it over carefully, and let Mrs. Schweber know promptly of any problems.

**What if I attended another high school?** MCDS does not send your grades from other schools, nor are those grades included in your cumulative GPA. You are responsible for requesting transcripts from other schools. Have them sent to the colleges, not to MCDS.

**What if I attended a summer program, took an online course, or attended a community college or other post-secondary institution?** If such work was for high school or college credit, you should request the institution to send a transcript to each college. Grades for work done outside MCDS are not included in your GPA, nor can MCDS send other institutions' grades to colleges.

**How do I get transcripts?** Fill out a transcript request form and hand it in to Mrs. Stade at least two weeks prior to your deadline. Let Mrs. Stade know in writing whether the deadline is “postmarked by” or “received by” and whether the transcript must be submitted by mail or if it can be submitted online. **MCDS strongly recommends that transcripts be submitted online.** Transcript request forms are available in the top drawer of the vertical file in room 127.

**Mid-year reports and final transcripts:** Many schools ask for a mid-year grade report, and all require a final transcript and confirmation of graduation. It is your responsibility to request these updates from Mrs. Schweber (mid-year report) and Mrs. Stade (final transcript and confirmation of graduation).

**Can a college rescind (take back) an offer of admission or financial aid if my grades go down significantly in senior year?** Yes. They can and they do. Also, institutions outside the U.S. may make offers of admission contingent on a particular score on IB exams or on receiving the IB Diploma. Keep working hard right up until graduation.