

Oakland Mills High School Transcript Process

Please pay attention to the transcript processing procedures outlined below:

1. We are required by the school system to use the uniform Transcript/Student Records Request Form.
2. The form requires that transcripts be processed within 20 school days from the date on which the **complete** request was submitted.
3. We have decided to continue our practice of attempting to get transcripts processed in 10 school days from the date on which the **complete** request was submitted. This practice is sometimes affected by the date on which GPA/Rank is available or by the volume of requests. However, the 20-day county limit is observed.
4. Transcript requests are submitted to the registrar who prepares the transcripts and passes them on to the counselors. Counselors complete recommendation forms/secondary school reports, write letters of recommendation, place all these documents in the envelopes provided, and mail the envelopes.
5. Typically, a college opens a file for a student as soon as the student's application is received. Transcripts subsequently submitted will be added to the student's file.
6. Students need to be aware that they should not wait until the stated deadlines to submit their college applications if they have requested transcripts for them earlier.
7. While holding onto transcripts actually requires more work and attention from the counselors, we will do so if specifically asked by the student to hold onto them to allow time for their applications to be received by the college.

College Receipt of Transcripts

Please be aware that the file opened by the college on receipt of a student application will indicate that the file is incomplete until all required documentation has been processed and placed there by a college official. Because of the volume of mail received by colleges, most of them indicate that it could take 3 to 4 weeks to process a transcript that has arrived in their mailrooms.

The statement that "We have not yet received your official transcript from OAKLAND MILLS HS" is often followed by the above explanation. While it is difficult not to be concerned by this statement, please realize that in almost all cases, it is simply that the college has not yet opened it and added it to the file.

While we would caution you to give the process time, we encourage you to check with your counselor if the status remains unchanged.