

Final Transcript Request Process

For College Enrollment or Apprenticeship programs and Skilled Trades, you will be required to send your final high school transcript and college transcripts (if applicable) after you graduate. Here is how to do it:

John Glenn High School transcript:

Request your final transcript for **John Glenn High School** anytime in the month of May from Parchment: [Parchment Transcript request](#)

- a. Select "Hold for Grades"
- b. This transcript will be released after the semester grades are completed and the student's graduation date has been added to the transcript. (usually mid-June)
- c. If you need something sooner, let the Guidance office know.

Ivy Tech Community College Transcript:

Current students can request their Official transcript through MyIvy by taking the following steps:

- **Step 1:** Log into your MyIvy account (myivy.ivytech.edu) or [Transcript request if no MyIvy account](#)
- **Step 2:** Click on **Tools and Resources** at the top of the form
- **Step 3:** Select **Request Official Transcript** from the list of items
- This transcript request will require that you create a Parchment account with IVY Tech as your listed school
- The cost is \$5/transcript.
- Select "Hold for final grades" if you are currently enrolled in a (JGHS) IVY Tech class.

Trine University Transcript:

Use this [link](#) to the Trine website for a Transcript request. Scroll down to the middle of the page to "Request Transcript" button.

- i. This transcript request will require that you create a Parchment account with Trine as your listed school. Your email address needs to be different than what you used to create your JGHS Parchment account.
- ii. The cost is \$10 per transcript.
- iii. Select "Hold for Grades" if you are currently enrolled in a (JGHS) Trine class.

AP Score Sends:

If you took or are taking any AP classes, please log into your College Board account with this [link](#) prior to taking this year's exams so you can send your AP scores for free to the college you will be attending next school year. Colleges should give you credit for these courses if you earned a 3 or higher in the AP Exam. Visit [AP Credit Policy Search](#) to find out your college's criteria to earn college credits for specific AP courses.