

HOW TO REQUEST AN OFFICIAL TRANSCRIPTS

To transfer your dual credits from colleges or universities, you must request official transcripts be sent to the college you will be attending. Visit these websites below to request an official transcript to be sent directly to the college you will be attending. Official transcripts costs ranges from \$7 to \$15 depending on the college or university.

It is important to send your transcript through the delivery system from the colleges or universities. Do not download the transcript and email it. This will void the official standing of the transcript and make it unofficial. Additionally, make sure that all grades are posted to your account prior to requesting your official transcript.

For your convenience transcript information websites for each Idaho institution are provided as a link below.

<u>College of Western Idaho</u>	<u>Boise State University</u>
<u>Northwest Nazarene University</u>	<u>University of Idaho</u>
<u>Lewis Clark State College</u>	<u>Idaho State University</u>
<u>College of Southern Idaho</u>	<u>North Idaho College</u>

HOW TO ACCESS AN UNOFFICIAL TRANSCRIPT

With most colleges and universities you should be able to access and view your unofficial transcripts through your student portal at anytime. More specific information about each college or university is provided below.

Boise State: View my Unofficial Transcript in MyBoiseState	College of Western Idaho View my Unofficial Transcript within myCWI
Northwest Nazarene University: Email registrar@nnu.edu or call (208)467-8548	Idaho State University: Log into Bengalweb



West Ada
SCHOOL DISTRICT