

Senior Transcript Request Instructions

Final Transcript Request – INCLUDING this Semester

During Senior Check-out on Friday, June 2 you will approve and sign-off on your final MDHS transcript. At that time, you will also write on the transcript approval what school/institution you would like an official copy sent to. If you need additional transcripts sent after Senior Check-Out (or want them sent somewhere else) you will need to use the Transcript Request Form on the MDHS website. The MDHS office closes for the summer on June 15th—any requests after June 14th will take up to two weeks to process.

National Student Clearinghouse

A great resource for students who have earned college or university credit at multiple institutions. This is a one-stop-shop for students to request transcripts to be sent to a college or university, other than the institution at which they earned credit. Students must use this site or work directly with the awarding institution for Dual Credit—MDHS cannot issue college transcripts.

College Board

Students looking to see their PSAT, SAT and/or AP scores need to log into their College Board account. Through the College Board portal, students can request their scores to be sent to a college or university. MDHS cannot access your College Board account.

Post-Graduation Transcript Requests

Use the "Transcript Request Form" link on the website to obtain a physical copy of an official transcript from McCall-Donnelly High School after you have graduated. Options for MDHS transcripts include pick-up at MDHS, e-mailing (will be an unofficial transcript), or mailing by USPS of your transcript request. Requests for official transcripts by phone, e-mail, and in person are not accepted.

Transcript requests will typically be completed within two business days when school is in session. For any questions about MDHS transcripts, please contact Dan Wheeler, MDHS Registrar, at dwheeler@msd.org or call 208-634-2218.

Dates to Remember

June 2 – Senior Check-Out, be here any time between 9 and 11 am (only takes 10-20 minutes)

June 3 – Graduation, be there at 1 pm!

June 9 – Last day that teachers will be at MDHS

June 14 – Last day to request transcripts before the office closes

June 15 – MDHS office closes for the summer

August 16 – MDHS office opens for fall