

Metuchen High School

Important Things to Know as you Graduate

1. Your **Naviance and Genesis accounts** will be unavailable soon after graduation. We highly recommend that you print or download a copy of anything you might need before your profile is rolled-off of these systems. Most importantly:
 - Download a copy of your transcript from Genesis after MP4 report cards with final grades are posted.
 - Retain a copy of your resume from Naviance (if you have entered one into Naviance).
2. From this point forward, as a MHS alumnus, if you require a copy of your transcript for any purpose (future college applications, employer background checks, your own personal request), you will be required to follow the **transcript request process**:
 - Print a Transcript Request Form. You can find this form on the MHS webpage/School Counseling section. Online requests are not available at this time. [Here](#) is a link to the current form on our webpage.
 - Print and complete the form and mail it to Metuchen High School/Counseling. Provide clear instructions as to where the transcript should be mailed.
 - Each transcript currently requires a \$1.00 fee per transcript requested. Please include the fee(s) with each request and allow for a 2-school day turnaround.
3. Your diploma is a one-and-done, legal document. It cannot be replicated. Your transcript is the document you will use to prove High School attendance and graduation.
4. Take one last review of the resources provided via Naviance communications (you will find them in the Messages section).
5. If you don't have one, request a copy of your immunization record from the Nurse. Your college will require it, as will any future colleges to which you might apply. *(Note: You can submit an email to the nurse with your request.)*
6. If you've earned Middlesex College or Kean University credits for a dual enrollment class, the credits are with those schools. You will need to request a transcript from whichever school your Dual Credit class is connected to prove those credits to your college.
7. If you are a MHS Scholarship recipient, be sure to send a thank-you note to your benefactor. You might also consider sending a thank-you to the teachers/staff members who wrote your Letters of Recommendation.