

Requesting your Thomas College Transcript

Dual Enrollment Students who complete a Thomas College course through their high school receive Thomas College credit, and therefore can request an official copy of their academic transcript from the Registrar's Office.

The Registrar's Office provides the following options for requesting an Official Copy of your transcript. Please note that telephone requests and email requests for a transcript are not accepted.

- Go to www.Thomas.edu
- Find and hover over the "Academics" tab at the top of the page. From the drop-down menu, select "Registrar"
- On the Registrar page select "Transcript Request" which will bring you to a new page.
- Select your preferred method for request, the Registrar's office suggests Option 1
 - **Option 1 – Online Through Parchment \$3 Electronic, \$5.50 Mail**
 - Click the blue button which states "Log-in to Parchment", you will be brought to a new page
 - Select "New Learner Account"
 - Fill in your information and create an account with Parchment. *Make sure to use an email address you have access to and write down your Parchment account information, so you can request another transcript in the future.
 - Once you have an account you can choose or order your transcript. Follow the on-screen prompts and fill in as much information as you remember. Most important are your name and birthday. If you do not remember some information that is OK and you will still be able to order.
 - You will have the option of sending electronically or via postal mail. Follow all on screen prompts to successfully order your transcript.
 - **Option 2 – Transcript Request Form \$8 Mail Only**
 - Download a copy of the Transcript Request Form – can be found at the bottom of the "Transcript Request" page.
 - Print and fill out by hand.
 - Follow directions on the form for submitting the form and the payment to the Registrar's Office.

A transcript will not be released until all financial and/or administrative obligations to the College have been satisfied. The Federal Educational Rights & Privacy Act (FERPA) requires a signature to release a transcript to be on file. Transcripts may either be issued now or after the current semester's final grades are posted.

Thomas College will process your request for a transcript within 5-7 business days. The delivery date of your transcript will depend on the method you choose to send it. If you chose postal mail, we send out via USPS and delivery of transcript will depend on their delivery processing and schedule.