



Official and Unofficial Transcript Requests

Type of transcripts to be requested:

*An **OFFICIAL** transcript is a transcript which is signed and sealed in an envelope. As long as the envelope remains sealed until opened by the requesting institution, it is "official". Colleges, Universities, and scholarships usually require an Official transcript.

*An **UNOFFICIAL** transcript is a transcript which is signed but is NOT sealed. This can be for personal use or sometimes can be used for employment verification.

Transcript requests may be done by US postal mail, fax, email, telephone or in-person.

When students reach the age of 18, rights under FERPA (The Family Educational Rights and Privacy Act) transfer from the parents to the students. FERPA gives both parents equal access to their student's educational records.

There is a \$1.00 charge for all Official Transcripts. Please make Money Orders out to Gallup High School.

Students who are currently enrolled at GHS should fill out a transcript request form in the Registrar's Office. There is no transcript fee for students currently enrolled at GHS.

Current graduating seniors' first OFFICIAL transcript request will be free of charge. Thereafter, a \$1.00 charge will be assessed.

Replacement diplomas are ordered at the GMCS District Office, not at Gallup High School. An Official Transcript is required for all diploma orders.

Transcripts can only be sent directly to other educational institutions or financial aid organizations. If you need a transcript for any other reason, please contact the registrar.

Thank you for visiting the Gallup High School Registrar's information page. The Registrar's Office can be contacted for transcript requests and education/enrollment verification.

Registrar
Gallup High School
1055 Rico Street
Gallup, New Mexico 87301

Phone: 505-721-2510
Fax: 505-721-2556
Email: ywargo@gmcs.k12.nm.us

Please allow 2 -3 business days for transcript requests to be fulfilled.