

Use this form if graduation is 2014 or later

Date Received at MDHSA _____

MDHSA Transcript Request Form (TR)

Date mailed to college: _____

Student: _____ Ph. # _____ Graduation year _____

Address: _____ E-mail _____

If a college has requested senior year courses or mid-term grades, list here. Credits will not be listed on the transcript, since they have not been accepted yet by an evaluator.

Do you want your GPA listed? ____ Yes ____ No _____ Grade Point Average (GPA) as of (date) _____

(For academic subjects for all 9-12th years combined to date. Do not weight them. **MDHSA does NOT compute GPA.**)

GPA--To calculate a grade point average: **1.** Multiply the number of credits which earned an A or A+ by the point value of an A (4) to get the total grade points for A classes. Do the same for remaining letter grades you earned. **2.** Next, add up the total number of credits for all classes. **3.** Add up the total grade points. **4.** Finally, divide the total grade points by the total credits. **5.** Answer is GPA (rounded). See example below for 7 credits of A/A+, .5 credit of A-, and 6.5 credits of B+. For a GPA calculator, go to: <http://studentspreunited.com/page/gpa-calculator-4-point-scale> See example below to compute percentages.

Letter Grade	% Scale	Pt. Value	Example of GPA for letter grades				Example of GPA for Percentage Grades			
			Grade	pt. value	x	credits	=	grade points		
A+	97-100	4.0	A+	4	x	3	=	12	Grade	Credits
A	93-96	4.0	A	4	x	4	=	16	97%	1
A-	90-92	3.7	A-	3.7	x	.5	=	1.85	97%	1
B+	87-89	3.3	B+	3.3	x	6.5	=	21.45	86%	1
B	83-86	3.0							92%	1
B-	80-82	2.7					Add up the			
C+	77-79	2.3	Add up the Credits: 14				51.30 grade points.			
C	73-76	2.0					Totals 313 3.5			
C-	70-72	1.7	Divide 51.33 total grade points by 14 total credits				Divide 313 by 3.5 = GPA of 89.43			
D+	67-69	1.3	For a GPA of 3.666 or a GPA of 3.67							
D	65-66	1.0								

While Transcripts are usually sent within a week or less, **MDHSA reserves the right to allow two weeks to process this request.** List below colleges or other interested parties that desire to receive transcripts.

_____ Check here if requesting multiple transcripts to the same address that must be in separate sealed envelopes. Otherwise they will be loose in one large envelope. Enter here _____ the #(s) of any institution below that allows or prefers e-mailing of transcripts.

1. Name: _____ Ph _____
Address: _____
E-mail: _____ Fax: _____
2. Name: _____ Ph _____
Address: _____
E-mail: _____ Fax: _____
3. Name: _____ Ph _____
Address: _____
E-mail: _____ Fax: _____
4. Name: _____ Ph _____
Address: _____
E-mail: _____ Fax: _____

Number of transcripts _____ @ \$5.00 each = Total enclosed _____. Check # _____ Date: _____

\$15 enclosed in addition to \$5 per transcript, if requesting service in 7 or fewer days. Write RUSH FEE at the top.

Authorized Signature (parent or student only)

_____ I have **enclosed stamped # 10 envelopes addressed to the colleges to expedite mailings (optional).**
To receive confirmation of transcripts mailed to colleges, enclose an additional **self-addressed stamped** postcard/envelope with "TX mailed" on the back. It will be returned to you when we mail the transcripts--check the postmark date. **DO NOT SEND ITEMS REQUIRING A SIGNATURE FOR DELIVERY - IT CONSIDERABLY SLOWS DOWN THE PROCESS!**

Mail to: MDHSA Transcript Request 32 West Main Street, #5 Waynesboro, PA 17268 Please make checks payable to MDHSA.