


After applying for admission to a four-year institution, you will need to send them your official transcripts. Please refer to the checklist below to see what documentation your institution will require!



## Transcript Check List

- Official High School Transcript
- AP Scores from College Board
- Official Community College Transcript

**Official High School Transcript:** Each high school has a different process for requesting/sending transcripts. Some high schools have an online process, which is typically found on the high school's website under the guidance/counseling section. Please reach out to the front office or guidance office of your high school for more information.

**AP Scores from College Board:** If you took AP courses in high school, you likely submitted your scores when you enrolled at your community college. However, you will need to re-submit them to your four-year institution. For directions on sending your scores, please click on the following link: [Sending AP Scores – AP Students | College Board](#)

**Official Community College Transcript:** Each community college has a different process for requesting/sending transcripts. Please see the chart on the next page to find out how your college handles the process.

Institution	E-Transcript	Paper Copies	Link
DSCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$2.50-\$3.50	Six free copies per student per semester; must request a transcript by filling out the Transcript Request form	<a href="https://www.dsc.edu/transcript-request">https://www.dsc.edu/transcript-request</a>
JSCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$2.50-\$3.50	Free, must request a transcript by filling out the Transcript Request form	<a href="https://www.jsc.edu/about-jacks-on-state/student-services/records/">https://www.jsc.edu/about-jacks-on-state/student-services/records/</a>
SWTCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$3.50	Can order through MySouthwest portal; not sure if it is free	<a href="https://www.southwest.tn.edu/admissions/transcripts.php">https://www.southwest.tn.edu/admissions/transcripts.php</a>
CoICC	Free through Clearinghouse if sent to partnering schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Submit a Transcript Request form by email or order online through myChargerNet.	<a href="https://www.columbiastate.edu/transcript-request/">https://www.columbiastate.edu/transcript-request/</a>
VSCC	Free through Clearinghouse if sent to TBR schools. Otherwise, it is \$2.90-\$3.90.	Free, must be requested in person	<a href="https://www.volstate.edu/records">https://www.volstate.edu/records</a>
NSCC	Free through Clearinghouse if sent to partnering schools. Otherwise, it is \$3.90 for the first copy and \$1.00 for any additional.	Free, must be requested in person	<a href="https://www.nsc.edu/current-students/records-office/request-a-transcript">https://www.nsc.edu/current-students/records-office/request-a-transcript</a>
MSCC	Free through Clearinghouse if sent to other TN school. Otherwise, it is \$2.50-\$3.50	\$2.50-\$3.50 through Clearinghouse	<a href="https://www.motlow.edu/academics/transfer/transcripts.html">https://www.motlow.edu/academics/transfer/transcripts.html</a>
PSCC	Free through Clearinghouse if sent to TBR schools. Otherwise, it is \$2.50-\$3.50.	Free, pick-up or mailed	<a href="https://web2.pstcc.edu/sa/forms/admissions/transcript_request.php?attend=after&amp;submit=Submit">https://web2.pstcc.edu/sa/forms/admissions/transcript_request.php?attend=after&amp;submit=Submit</a>
CSCC	Free through Clearinghouse if sent to partnering schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Does not do paper copies	<a href="https://www.chattanoogastate.edu/student-support/information/transcript-request">https://www.chattanoogastate.edu/student-support/information/transcript-request</a>
CISCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$3.50	Likely free, instructions for paper copies not on website	<a href="http://clevelandstatecc.edu/about/general-info/transcripts/index.html">http://clevelandstatecc.edu/about/general-info/transcripts/index.html</a>
NESCC	Free through Clearinghouse if sent to TN schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Request through MyNortheast / Banner. Will be mailed. 3 days processing time	<a href="https://www.northeaststate.edu/resources/Transcripts.html">https://www.northeaststate.edu/resources/Transcripts.html</a>
WSCC	Free through Clearinghouse if sent to TN schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Free, must fill out form in person.	<a href="https://www.ws.edu/student-services/records/transcripts/">https://www.ws.edu/student-services/records/transcripts/</a>
RSCC	Free through Clearinghouse if sent to other TN school. Otherwise, it is \$3.50	Complete and return a Release of Transcript Form	<a href="https://www.roanestate.edu/?8921-Transcript-Request">https://www.roanestate.edu/?8921-Transcript-Request</a>