

GENERAL INFORMATION

Unofficial Transcripts (all years):

- Free to request (contact Registrar's Office)
- Contain class information, grades, GPA, degrees, honors
- Electronic and physical copies available

Official Transcripts for students who graduated/left BEFORE 1987:

- Ordered through [Parchment](#)
- \$10.30 per copy
- Contain class information, grades, GPA, degree, honors, college name & seal, Registrar's signature
- Physical copies only (must be mailed via USPS)

Official Transcripts for current students/students who graduated/left AFTER 1987:

- Ordered through [Parchment](#)
- \$8.50 per electronic copy, \$10.30 per physical copy
- Contain class information, grades, GPA, degree, honors, college name & seal, Registrar's signature
- Electronic and physical copies available

PARCHMENT STEPS

1. Follow [THIS LINK](#) to Washington College's Parchment site.
2. Choose "Order Your Own Credentials" since you're requesting for your own records to be sent, regardless of the destination.
3. When asked "Set Learner Credentials".....
 - a. choose "1987 – Current" if you're a current student, OR if your last year at WAC was after 1987.
 - b. choose "1986 – Prior" if your last year at WAC was before 1987.
4. In the "Set Destination" screen, you can use the search bar to look for a particular school or program to send your transcript to. If you need to send yours to yourself or a specific email address, click where it says "I'm sending to myself or another individual."

SPECIAL CIRCUMSTANCES

School's Unique Barcode ID

Some applications (especially through a Centralized Application Service [CAS]) will require a unique barcode. To find the barcode ID:

1. Log into your CAS portal (PSYCAS, PTCAS, etc.)
2. Fill out all of the required fields in "My Application"
3. Click "Academic History"
4. Click "Colleges Attended"
5. Fill everything out and press Save
6. A screen will appear that says "Order Your Official Transcript." There should be 3 steps listed. Step 3 contains the barcode ID.
7. Paste the barcode ID into your Parchment order.

Law School Admission Council (LSAC) Account Number

Transcript requests being sent to LSAC will require you to enter your LSAC Account Number. This is just your 8-digit LSAC ID number minus the L. (Example: if your LSAC ID is "L-12345678," you would enter "12345678" in Parchment.

Transcript Requests for Employers/Programs that don't accept Parchment

If you are applying to a program or job that will not accept Parchment orders (e.g. military), please contact the Registrar's Office for assistance with a workaround.

Redacted Transcripts

If you are applying to a government position that requires a redacted transcript, please reach out to the Registrar's Office via email at registrar@washcoll.edu, or by phone at 410-778-7299.

Spring 2020 Letter Grades

If you attended Washington College during the Spring 2020 semester and wish to have your letter grades attached to your transcript, please reach out to the Registrar's Office via email at registrar@washcoll.edu, or by phone at 410-778-7299.