

. Dodge City High School Transcript Request Form

Three types of former students

1. Current Students Freshman through Seniors (In other words, students currently active in Skyward.)
2. Early Graduating Seniors (no longer active in Skyward) AND other former graduates from 1989 through our most recent graduates.
3. People who graduated earlier than 1989.

1. If you are a current student freshman through senior who is active in Skyward, you must go through Career Cruising to request for FREE a transcript be sent electronically to post-secondary schools. Your username and password will stay the same. Your username is your student gmail address. Your password is your student id number.

Directions to use Career Cruising to send your transcript: When you need your transcript sent to a college, technical school, or community college, open your Career Cruising, just click on My Plan.

- Click on My Education (left hand side).
- Click on My Transcripts (middle of the page).
- Click on Send Ad-Hoc Transcript Request.
- Click on the state your school is located and select your school. OR click on list and find your college.
- Send Now. **2018** seniors: Your graduation date and 4th quarter grades will be on your transcript on May 25th and then FINAL transcripts can be sent.

2. **Early Graduating Seniors (no longer active in Skyward) AND other former graduates from 1989 through our most recent graduates**

Go to: www.parchment.com and click "sign-up." Once signed-up, click "continue" to add Dodge City High School as the school you attended. Once that is finished and you want your transcript sent, please select the college, etc, where you want your transcript sent. Your transcript will be sent electronically. Alumni will be required to pay a fee to Parchment for sending an electronic transcript.

3. **If you graduated earlier than 1989:**

Click the link below to fill out and submit a request for a transcript:

<https://secure.schoolworld.com/forms/forms.cfm?myform=7193&dsource=MySchoolPages&myschoolid=186>