

Requesting an Official College Transcript for CHS/UHS Courses & Official AP and/or IB Scores

College credit is awarded by the college the student will attend after high school.

Each college makes the decision about awarding credit and placement. Visit the college website for its policy.

- If you have taken any UHS (University in High School) or CHS (College High School) courses at Ballston Spa, you can request an official transcript directly from the college that sponsors each course. If you have taken any AP (Advanced Placement) or IB (International Bachelorette) tests, you will need to contact the appropriate place (as listed below) to request an official copy of your scores be sent to the college you will be attending. Please be aware that requesting these scores is the student's responsibility and cannot be requested by the Guidance Department.

CHS/UHS Courses Offered

- The links below will take you to each college that currently offers courses at Ballston Spa High School. It is your responsibility to contact the college and/or university directly to request your transcript be sent to the college you will be attending as a freshman.
- Please also be aware that there are usually fees associated with these requests as well as minimum turnaround times. If you have questions regarding this process, please contact the appropriate college directly.

Schenectady County Community College

<http://sunysccc.edu/Academics/Register-for-Classes/Transcripts.html>

AP Biology	AP Physics	American History Since 1877	American History to 1877
Astronomy – Cosmic Systems	Astronomy – Exploring Space	College Algebra with Trig	Business Math
College Composition	College Literature & Writing	Computer Applications	Drawing & Painting II
French – Level 3	Government & Politics	Introduction to Business	Mathematical Topics
Music Fundamentals I	Pre-Calculus	Principles of Business Marketing	Psychology
Public Speaking	Spanish – Level 3		

SUNY Adirondack

<https://www.sunyacc.edu/transcript>

Graphic Design I	Graphic Design II	Photography
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SUNY Albany

<http://www.albany.edu/registrar/transcripts.php>

AP Calculus AB/BC	AP Statistics	French 4	French 5
IB French SL Year 1	IB French SL Year 2	IB Spanish Year 1	IB Spanish Year 2
Spanish 4	Spanish 5		

RIT &/or HVCC

<https://www.rit.edu/academicaffairs/registrar/academic-transcripts>

<https://www.hvcc.edu/registrar/transcripts.html>

CIMS/Robotics	Civil Engineering	Design & Development	Design Drawing for Production
Digital Electronics	Principles of Engineering		

Requesting Scores for Advanced Placement Tests

- Please use the following link to request official scores:

http://www.collegeboard.com/student/testing/ap/exgrd_rep.html

Requesting Scores for International Baccalaureate Exams

- Notify your IB Coordinator prior to July 1 in order to have a free transcript sent to your college
- To have your official IB score(s) sent after July 1:

https://rrs.ibo.org/replacement_orders/index.cfm