

## 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/>

Advanced Computer Applications	College Algebra	IB Environmental Systems & Societies	Pre-Calculus
American History since 1877	College Composition	Intro to Acting	Principles of Business Marketing
American History to 1877	College Literature & Writing	Intro to Theater	Psychology
AP Biology	Drawing & Painting II	Mathematical Topics	Public Speaking
AP Physics	French - Level 3	Mathematics for Business Finance	Spanish - Level 3
Astronomy - Exploring Space	Government & Politics	Music Fundamentals I	

### SUNY Adirondack

<http://www.sunyacc.edu/admissions-cost/registrars-office>

Graphic Design I	Graphic Design II	Photography
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## **SUNY Albany**

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

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

## **Syracuse University**

<http://registrar.syr.edu/students/transcripts.html>

Forensics
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## **RIT &/or HVCC**

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

<http://www.hvcc.edu/catalog/policies/transcripts.html>

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

## **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](http://www.collegeboard.com/student/testing/ap/exgrd_rep.html)

## **Requesting Scores for International Baccalaureate Exams**

- To have your official IB score(s) sent using a credit card:

[https://rrs.ibo.org/replacement\\_orders/index.cfm](https://rrs.ibo.org/replacement_orders/index.cfm)

- To have your official IB score(s) sent if paying by check:

<http://www.ibo.org/informationfor/alumni/transcripts/>