

GUIDANCE INFORMATION

- Senior Exit Form - **REQUIRED**
This will be done via a Canvas assignment and will only be available between April 30th and May 4th. Watch Canvas assignments for the link!

SCHOLARSHIPS

- The Class of 2017 earned \$27,099,830 in scholarship dollars! That's a heap of money!
- That number came from self-reporting on the **Senior Exit Form**.
- How will the Class of 2018 stack up? Only you can tell!
- Please start gathering **ALL** of your scholarship **OFFERS**. We report **EVERYTHING** offered, whether you decline or accept!
- There will be a specific place to record all of your offers on the **Senior Exit Form**. Be ready!!!
- Visit the School Counseling/College & Career Center if you have questions.

FINAL TRANSCRIPT ORDERS VIA PARCHMENT

- Final transcript orders must be placed through your Parchment account and should **NOT** be ordered before May 1st.
- The order should be placed as "hold for grades" to ensure the transcript includes final grades and recalculated GPA's.
- **The order will not be filled until the 2nd week in June.**

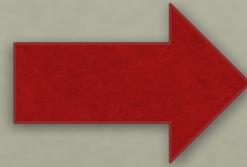
How to Find the Parchment link on the BHS website

BEARDEN HIGH SCHOOL

Home About Us Administration Aca

QUICK LINKS BHS

- Bearden High School Wednesday Weekly
- aspen
- Bearden Foundation
- canvas BY INSTRUCTURE
- Compass Learning ODYSSEY
- Request a Transcript



SCHOOL COUNSELING

Transcripts/Parchment

Home > School Counseling > Sending Transcripts > Transcripts/Parchment

Transcript Request Information

	Cost	How to Order
Current BHS Students	<ul style="list-style-type: none">2 for Free\$4.00 additional TranscriptStudent can always order an unofficial transcript from Parchment Website for free and/or view transcript in ASPEN	<ul style="list-style-type: none">Parchment WebsiteSee Instructions Below
Alumni: Class of 2003 - 2015	<ul style="list-style-type: none">\$6.00 per transcript	<ul style="list-style-type: none">Parchment WebsiteSee Instructions Below
Alumni: Class of 2002-Earlier	<ul style="list-style-type: none">See Records Website	<ul style="list-style-type: none">Knox County Schools Transcripts Website Click Here

Bearden High School Has Chosen Parchment for all Transcript Requests

Send your official transcript anywhere in the world with just a few clicks!

Student, parents, and alumni can use Parchment, the leader in eTranscript exchange, to send high school transcripts electronically, securely and confidentially, all with real-time tracking.

To order your transcript, click the big ORDER YOUR TRANSCRIPT banner below. The first thing you'll do is create an account, then you'll place your order, and then you can track your order 24/7.

ORDER YOUR TRANSCRIPT

HOW TO SELECT “HOLD FOR GRADES”

- **Place your order by May 18th-before you leave BHS!**
- The order should be placed as "hold for grades" to ensure the transcript includes final grades and recalculated GPA's.

How to Place an Order:

- Log in and go to your “Dashboard”
- Find the box that says “Your Transcript”
- Click the **Order** button below the box.
- Select your destination.
 - You can search for a destination (make sure you select “undergraduate admissions”), or enter a mailing or email address manually.
- You’ll land on the **Order Details** page.
 - To wait until your final grades are in before sending your transcript, select **Hold for Grades** from the drop-down menu. **It’s in the box that has the destination (the college to which you are sending the transcript).**

HOW TO UPDATE THE UNOFFICIAL COPY OF YOUR TRANSCRIPT IN PARCHMENT

- You always have access to a free unofficial copy of your transcript on Parchment.
- The unofficial transcript does not update automatically when new grades come in.
- If you want to see an updated copy of your **final** transcript **DO NOT** do the following until **after** the second week in June!!!
- Go to your Dashboard and scroll down to the box titled “Your Transcript”.
- Click on the picture of the little piece of paper in the box and a PDF of your transcript will open in a new window.
- Scroll to the bottom of the page and click the “Update” button.
- When you return to your Dashboard the picture of the piece of paper will be replaced by a plus sign, or a clock, and the words “pending”.
- Once the updated transcript has been uploaded the clock will disappear and the picture of the piece of paper will return. This lets you know the updated transcript is now loaded and available to you.
- When you select “Update” you do not have the option of “hold for grades”. So **do not do this until you are sure your final grades have posted!**

IF YOU TOOK A DUAL ENROLLMENT CLASS

- Don't forget that if you took a Dual Enrollment class you will also need to order a final transcript from the college (Pellissippi in most cases) in order to receive college credit at your school!
- Your high school transcript from BHS will only reflect the high school credit for the Dual Enrollment class.
- Go to the Pellissippi website. Click on the "College Services" tab. From the drop down menu select "Records". Scroll to the very bottom to find "Request Transcript" information. Follow the directions. (request in your myPellissippi account)
- If you took a Dual Enrollment class through UTK or another college, please visit the School Counseling/College & Career Center if you need help ordering the transcript.

ON-LINE COURSES, AND CREDIT RECOVERY COURSES

- May 4th is the final date to return papers, take exams and provide documentation for any of these courses.
- On-line courses and Credit Recovery/Edgenuity courses and their exam requirements are due to your counselor in the School Counseling office.

COMMUNITY SERVICE HOURS - FOR TN PROMISE SCHOLARSHIP RECIPIENTS

- BHS will offer some opportunities for community service hours, check with Mrs. Graham and/or Mr. Crockett.
- All community colleges will have opportunities listed on their websites. Pellissippi State: www.pstcc.edu/service-learning
- Remember – you **MUST** log your community service hours on the TnAchieves website by July 1, 2018:

<https://tnachieves.org/community-service/>

CONGRATULATIONS!

You're almost a graduate!

- If you have any questions about graduation requirements, credits, scholarships, or general college questions, please come by the School Counseling Office or the College & Career Center for help. We are happy to answer any questions!

