

# Class Rank Information

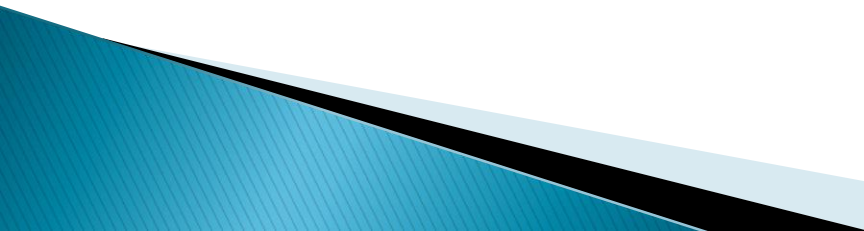
July, 2015



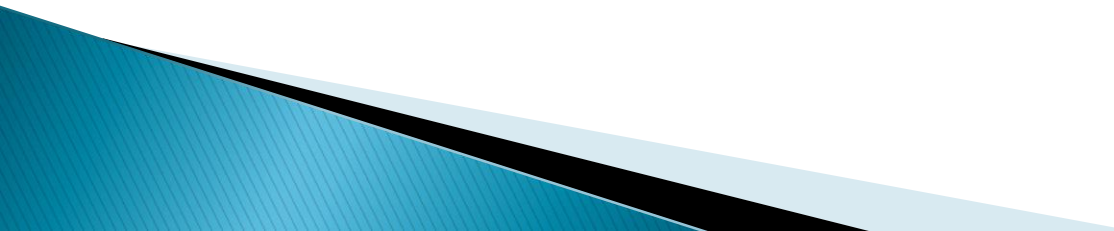
# Board Policy

- ▶ The class rank for a graduating student shall not be officially reported on the student's academic transcript, with the exception of a student in the top ten percent of the class as required by law, unless the student requests in writing on or before October 15 to have his or her class rank reported.

# Ranking

- ▶ Top 10% must show rank on the transcript.
  - ▶ First preliminary ranking letters are mailed by August 1, 2015.
  - ▶ Updated class rank letters are mailed by October 1, 2015.
  - ▶ Final ranking letters are mailed by February 1, 2016.
- 

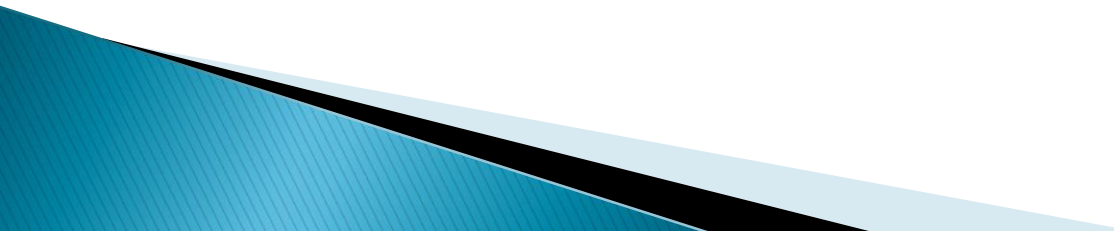
# Requesting Class Rank on Transcript

- ▶ Written request to include class rank on the transcript (district form) is due no later than October 15, 2015.
  - ▶ **THIS IS A ONE-TIME DECISION AND IT IS FINAL.** Once you return the district form to the Registrar's Office, the decision **CANNOT** be changed.
  - ▶ The form is signed by the student and the parent.
- 

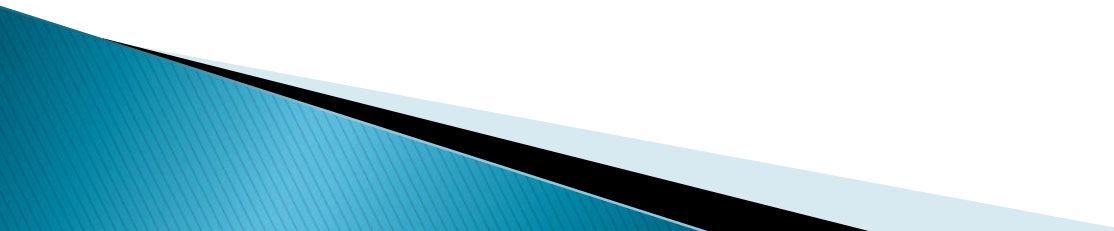
# Requesting Class Rank on Transcript

- ▶ Choices for Class of 2015
  - Have the class rank reported on all transcripts
  - Not have the class rank reported on all transcripts

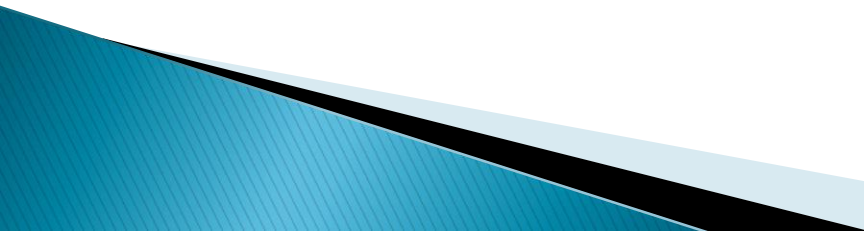
# Conferences

- ▶ Students meet with an MHS counselor or principal to visit about pros and cons of personal class rank decision.
  - ▶ It is the individual family's responsibility to verify the most current guidelines for admissions and scholarship opportunities.
- 

# College Admissions and Scholarships

- ▶ Since the district is a non-ranking district, colleges cannot require a student to show the class rank on the transcript; however, some admissions are expedited by showing the class rank. Families should study the admissions page of the college website of the institutions the student is interested in attending.
- 

# Sending Transcripts

- ▶ After the July 1 ranking has been done, students must submit a “Transcript Release to Naviance and Class Rank on Transcript” form to the Registrar’s Office before any transcript can be sent. This is a district-wide form that will be available on the SBISD website or in the Registrar’s Office.
  - ▶ To avoid ambiguities, the form should have no scratch-outs or white out.
  - ▶ After the student submits the form, the decision cannot be reversed.
- 



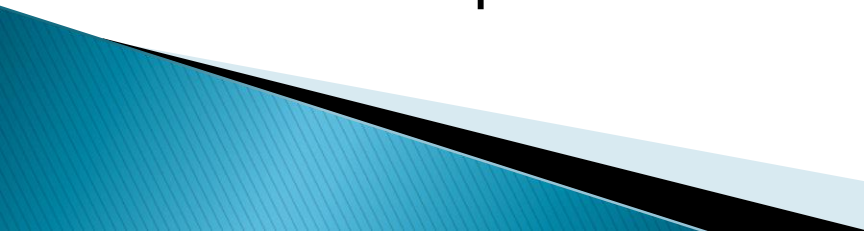
# Sending Transcripts

## ▶ Naviance

- Students log into their Naviance accounts to request electronic transcripts
- Students submit a transcript request form to the Registrar's Office so the counselor is alerted that the transcript needs to be sent.

# Sending Transcripts

## ▶ Paper Transcripts

- Some colleges do not accept transcripts through Naviance. Students will send paper copies of transcripts to these institutions.
  - Official transcripts are signed by the registrar and sealed in an envelope. Use this for college applications.
  - Unofficial transcripts are open and do not have a signature. Use this for personal information and self-reporting.
  - Information regarding classes, grades, and credits is the same on both the official and unofficial transcripts.
- 

# Sending Transcripts

- Students request transcripts through the Registrar's Office.
  - A student can pick up a sealed, official transcript, place it in a larger envelope, and mail it to the college admissions office themselves.
  - A student can bring a pre-addressed, stamped envelope with the release form. Personnel in the Registrar's Office will send this directly to the college.

# Sending Transcripts

- ▶ Uploading transcripts to Naviance can take up to 48 hours, especially during the beginning of school.
- ▶ Transcript requests for hard copies take 2–4 days to process in the Registrar's Office. They are processed in the order that they arrive in the office.
- ▶ The post office will deliver the transcript in 3–6 days.
- ▶ Colleges take up to 8 weeks to confirm the receipt of the transcript.
- ▶ Please send transcripts EARLY. Plan ahead.