

Office of Student Access & Completion
OSAC SCHOLARSHIP APPLICATION
HIGH SCHOOL TRANSCRIPT UPLOAD/TRANSMIT REQUEST

Deadline: 3/3/2018* *

High School Seniors: Your uploaded transcripts **must include** your senior grades for 1st semester, 2nd quarter, or 1st trimester (depending on your school calendar); **otherwise, your application will be rejected.**

Most high schools will not have fall grades available until early February.

Deadline for OSAC to receive transmitted transcripts is 2/18/2018 (Early Bird Review and drawing for a \$500 scholarship) or 3/3/2018 (final deadline to qualify for any OSAC scholarship; no exceptions).

High School Name:	<input type="text"/>	Date Printed:	<input type="text"/>
Transcript for:	<input type="text"/>	Application #:	<input type="text"/>
SSID (Student ID #):	_____	Class of:	<input type="text"/>
		Birth Date:	<input type="text"/>
Student's Primary Phone:	<input type="text"/>	Student's Alternate Phone:	<input type="text"/>
Student's Signature:	_____		
Registrar's or Transcript Processor's Signature:	_____		Date Received: _____

The student is responsible for ensuring the correct transcript is transmitted to OSAC by the deadline above.

Unofficial transcripts must show the student's coursework and grades through the 1st semester, 2nd quarter, or 1st trimester (depending on your school's calendar) of the student's senior year. Do not include social security numbers (SSN) on the transcript (or black out the entire SSN).

Notes to the Student:

1. Sign this form and give it to the Registrar or staff person at your school who can provide a copy of your transcript in time to meet the OSAC deadline. **Make a copy for your records and be sure your Registrar or Transcript Processor signs and dates the form.** (You may need this if your application is marked incomplete because the transcript did not arrive on time.)
2. OSAC will update your transcript status after we receive the transcript and verified the correctness of the transcript. Log in to your Student Profile to check that your transcript arrived at OSAC, if the transcript is correct, or if there is a problem.
3. OSAC will not review your transcript until you submit your application.

Notes to the High School Registrar/Transcript Processor:

OSAC offers several methods to deliver the transcript to OSAC:

1. Use OSAC's **High School Portal**, a secure portal for uploading transcripts in PDF or image file format. For more information, see the documentation at https://secure2.osac.state.or.us/HS_portal/.
2. Provide a hard copy for the student to scan and let the student upload the transcript to his/her OSAC scholarship application.

For security purposes, further instructions for transmitting transcripts are only available to school personnel on OSAC's secure High School Portal at https://secure2.osac.state.or.us/HS_portal/.

***In the event that a Scholarship Application deadline falls on a weekend or holiday, the deadline will automatically be extended to 5:00 p.m. (PST) of the following business day.**