Saint Paul Conservatory
FOR PERFORMING ARTISTS

SPCPA Transcript Information

There Are Two Types of Transcripts: Official and Unofficial

1. Official transcripts are either mailed (stamped, signed, sealed) via the postal service, uploaded through a secondary application platform such as CommonApp, or emailed directly to an external recipient from your high school counselor or registrar; they cannot come from the student or parent.
2. Unofficial transcripts are the kind students can access via Infinite Campus or are copies of the transcript that a student can send on their own behalf. These do *not* include the graduation date when applicable.

How to Request an Official Transcript as a Current Student

1. First determine how your transcript must be sent.
    a. Do you need it mailed?
    b. Do you need it emailed?
    c. Does it need to be uploaded to CommonApp or to a college's own platform? (Please note that we do not use Naviance or a similar counseling service.) If so, you *do not need to fill out a form*; you simply need to make sure Ms. Nadia Franzen (franzenn@spcpa.org) is assigned as your counselor.
2. For transcripts not in CommonApp, fill out the information on the following page and submit this form via email to **info@spcpa.org** or via the main office).
    a. If your transcript must be stamped and mailed, you will need to pay $5.00 per transcript. Once the transcript request has been received, we will enter a fee in Infinite Campus. You may pay this in cash, check, or by credit card online.
    b. If you use CommonApp or a similar aggregate application service, please note that a one-time fee of $5.00 will be issued to you in Infinite Campus in spring semester. This $5.00 covers all CommonApp submissions, but it does not cover those transcripts that must be mailed separately.
    c. If your transcript can be emailed directly to a program, employer, or institution, there is no cost.
    d. Although SPCPA processing times are typically less than one week, students should be aware that colleges and universities may experience significant internal delays (weeks) in handling these documents. Therefore, **students are strongly encouraged to meet all deadlines well in advance.**

For Former Students or Graduates of SPCPA

You should also fill out the form on the following page as the request process is very similar, but please note a few things before completing the form:

1. Your parent or guardian cannot request a transcript on your behalf if you are 18 or older or if you have graduated from high school. You must fill out the transcript request yourself and we cannot send transcripts to your parent or guardian.
2. If you just need an unofficial copy emailed to you directly or if your official transcript can be emailed directly to a program, employer, or institution, there is no cost.
3. If your transcript must be stamped and/or mailed via the postal service, there is a $5.00 fee per transcript.
    a. You will need to either call the main office to pay for transcripts over the phone or send cash or check to SPCPA, as we cannot issue fees via Infinite Campus for you. Our address is as follows:
        i. SPCPA, ATTN: Transcripts, 16 W 5th Street, Saint Paul, MN 55102

TRANSCRIPT REQUEST

By signing below, the signatory gives SPCPA authorization to send an official transcript to the following institution(s).

Printed Student Name: _____

Grade: _____ Or, Graduation Year: _____ Or, Last Year Attended: _____

Student Signature: _____ Date: _____

Continue to Next Page

PLEASE SEND MY TRANSCRIPT TO

Name of Institution: _____

- ☐ via Email
- ☐ via Postal Service

Mailing Address: _____

City _____ State _____ Zip _____

-or-

Email Address:_____

Name of Institution: _____

- ☐ via Email
- ☐ via Postal Service

Mailing Address: _____

City _____ State _____ Zip _____

-or-

Email Address:_____

Name of Institution: _____

- ☐ via Email
- ☐ via Postal Service

Mailing Address: _____

City _____ State _____ Zip _____

-or-

Email Address:_____

THIS BOX IS FOR OFFICE USE ONLY

Date Sent: _____ Fee: ____Paid ____ Not Required ____ Credit ____ Cash ____ Check [# _____]