

# Accessing and Sending Senior Transcripts During Emergency Closure

## Login



Login at [schools.mastery.org](https://schools.mastery.org)  
(recommend Chrome or Firefox browsers)

Use student gibsonek.org email to login. All seniors have passwords that were sent to them in October (email from Tonja Reischl titled "Transcript Login Info")

Students having trouble logging in should contact Tonja Reischl at [reischlt@gibsonek.org](mailto:reischlt@gibsonek.org).

## Viewing

PREVIEW TRANSCRIPT

Once logged in, select **PREVIEW TRANSCRIPT** in the lower left corner.

If you do not see this option, it means the transcript has not been published. Contact Tonja Reischl to troubleshoot.

## Sending Unofficial Transcripts

EXPORT OFFICIAL PDF

Students can send a transcript at any time.

Once logged in, select **EXPORT OFFICIAL PDF** in lower left corner.

The Mastery Transcript™ is an online document.  
To view a complete listing of the student's mastery credits, as well as the courses and evidence associated with them, access the transcript below.

View the transcript of  
Owen Gibson

[transcript.mastery.org](https://transcript.mastery.org)

Access code  
BPFW@?

This will generate a pdf with a link and access code.

Students can send the pdf or the link and access code directly to anyone who is requesting.

PREVIEW TRANSCRIPT

Students can also create a pdf of the full transcript.

Select **PREVIEW TRANSCRIPT** in lower left corner.

In the preview window, select **Export full transcript as a PDF** in upper left corner.



## Requesting Official Transcripts

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### Transcripts

To order your Gibson Ek High School transcript, you will need:

- The name of the receiving institution
- The complete address of the receiving institution, whether that address is an email address, an upload portal, the Common App, or a physical mailing address
- Complete this [Transcript Request Form](#)

Visit the Transcript page on the Counseling at Gibson Ek blog to request an official transcript.

<https://gibsonekcounseling.blogspot.com/>

Contact Shawn Mulanix with questions about official transcripts.  
[mulanixs@issaquah.wednet.edu](mailto:mulanixs@issaquah.wednet.edu)

## Updating Transcripts

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Seniors who would like to update their Overview Statements or add Evidence request their transcripts be unlocked by contact Tonja Reischl at [reischlt@gibsonek.org](mailto:reischlt@gibsonek.org).

## Transcript Guide

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For full details about and instructions for the transcript, please refer to the Student Transcript Guide:

[https://docs.google.com/document/d/1sIkiWzIT2AM0NwAoBekZC13\\_RuZg95slp23OY6Z60kc/edit?usp=sharing](https://docs.google.com/document/d/1sIkiWzIT2AM0NwAoBekZC13_RuZg95slp23OY6Z60kc/edit?usp=sharing)