



Pompton Lakes High School

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Dear Juniors and Seniors:

This year marks our school's 16th year of participation with Seton Hall University Project Acceleration. This letter only pertains to students who **registered and paid for** a course through Seton Hall University's Project Acceleration program during the 2020-2021 and 2021-2022 school years. If you registered and paid for one or more courses, there are some important details of which you need to be aware.

Juniors enrolled in Project Acceleration will be applying to colleges and universities in the fall. Your transcript from Pompton Lakes High School will **not** indicate enrollment in Seton Hall University. When you are completing your college applications in the fall, you should include this information. Some applications will ask for this information specifically, while others will not. It is your responsibility to make the colleges aware of your enrollment.

Seniors will need to transfer their credits to the college or university of their choosing. **All transcript requests must be done online** through the National Student Clearinghouse. In order for transcripts to be considered official, they must be sent directly from Seton Hall University to the colleges or universities of your choosing. You must provide a valid major credit card, an email account, and a signed consent form when you request your transcripts. Credits cannot be transferred until after you have graduated from Pompton Lakes High School.

To order your Seton Hall transcript, go to www.studentclearinghouse.org. Click on the green button in the upper right hand corner that says "Order-Track-Verify" and then choose "Order a Transcript". Type or select Seton Hall University and click submit. Follow the directions on the website to complete your order. All transcripts will be sent electronically in the form of a PDF. Transcripts cannot be faxed and overnight service is not available. If the system says "Your record cannot be located. Do you want to continue?" please click continue. The field for SHU ID number is not required and can be left blank. For more information, please visit SHU's website: <https://www.shu.edu/project-acceleration/transcript-request.cfm>.

I hope that your participation in Project Acceleration has been a good experience for you. I welcome your comments or suggestions to make this experience even better for future students. Please feel free to email me with your comments or suggestions. Also, please keep me informed regarding the status of your credit acceptance at other colleges or universities, as this information will be helpful to future students.

Sincerely,

Dawn Kutzelman
School Counselor

CC: V. Przybylinski
Guidance
Project Acceleration Teachers

"Pride and Tradition"