

BPS Dual Credit Transcript Information 2026

The information below should be made available to all graduating seniors who will be requesting transcripts from a dual credit higher education partner. Please note that most of our dual credit partners use Parchment or the National Clearinghouse services for providing official transcripts to students. Students should allow 7-10 business days for transcript processing. Most of our dual credit partners require a processing fee for official transcripts. This information is also available on the [BPS Curriculum Initiatives Webpage – Transcript Request Information](#).

SUNY Erie (ECC)

Transcript request options is located under Academic programs on the school's website- <https://www.ecc.edu/academics/transcripts-records.html>. The SUNY Erie Registrar's office (716-851-1466) encourages all students to complete requests through Parchment. Students will need to create a Parchment account and have access to their ECC student number and/or their Social Security Number when requesting a transcript. **Transcript requests can be made after July 1, 2026.** Official transcripts are required to transfer dual enrollment credits to schools outside of SUNY Erie. To request an unofficial or official transcript by mail or in person use the [Paper Transcript Form](#).

Hilbert College Transcripts

Students who registered for dual credit courses with Hilbert College will receive an email communication from Hilbert College with instructions for transcript requests. This information can be found on the [Hilbert College Dual Credit Information webpage](#). The National Student Clearinghouse processes all Hilbert College transcript requests. **Transcript requests can be made beginning July 15, 2026.** Requests made before September 1, 2026, **will not be charged** a Hilbert College processing fee, **but may be charged** a National Student Clearinghouse fee. **When creating the request you must select "Dual Enrollment Student" to ensure the transcript fee is waived.** Students will need access to their Social Security Number when ordering transcripts. Hilbert College does not process unofficial transcript requests.

Villa Maria College

Transcript request information can be found on the [Villa Maria Registrar webpage](#). Villa Maria Registrar's office requires all students to use the Parchment link on the Villa Maria website when requesting official transcripts. When completing the online form students will need access to their Social Security Number. Students should choose "no" to the question "Are you currently enrolled at Villa Maria." **Transcript requests can be made after July 15, 2026.**

Villa Maria discourages students from requesting unofficial transcripts. If for some reason a student needs an unofficial transcript, they should contact the Villa Maria Registrar's office directly for an unofficial transcript request form.

Bryant and Stratton College

Transcript request options can be found on the [Bryant and Stratton College Transcript webpage](#). When requesting an official transcript, you must use the [Buffalo Campus request link](#). Bryant and Stratton requires all students to complete requests through Parchment. Students will need to create a Parchment account and have access to their Social Security Number when requesting a transcript. **Transcript requests can be made after July 15, 2026.**

Buffalo State University

Transcript request options can be found on the Buffalo State University Registrar's Office – Transcript Ordering: <https://registrar.buffalostate.edu/transcript-ordering>. **Official Transcript requests can be made after August 18, 2026.** The transcripts may not be ready to order before this date, and requests may be delayed if ordered early. Students will need to have access to their SUNY Buffalo State University Banner ID to order transcripts. Official transcripts are required to transfer dual enrollment credits to schools outside of SUNY. Should students need proof of college coursework before official transcripts are available to order, they may download a copy of their unofficial transcript after July 7, 2026.