Instructions for Requesting Transcripts

To request that a transcript be sent to a college or to a scholarship committee, a student must request the transcript through Family Connection. Transcripts are submitted to colleges or to scholarship committees by the registrar within two weeks after the date of the request through Family Connection. Transcripts fees are \$1.00 per transcript and should be paid to the counseling secretary immediately after the request has been submitted.

Student Instructions for Online Transcript Request for College:

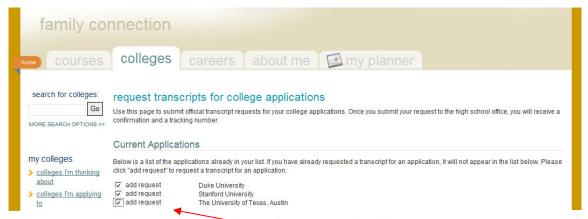
1) You should log into Family Connection. Link to Family Connection is located under Counselors in Counseling Connection.



2) On your Family Connection homepage, click on the College tab and then click on the Transcripts link.

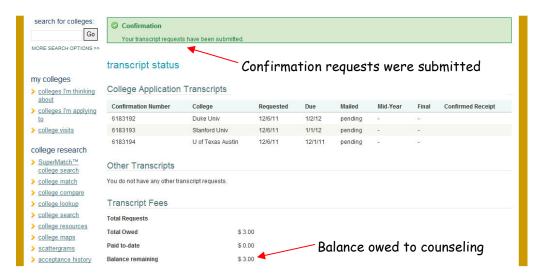


3) On the Request Transcripts screen, click in the Add Request box beside the college(s) that you want to receive a transcript. Scroll to bottom of the screen and click on Request Transcripts.



Check the box beside college you want to receive transcript

4) A confirmation page will then appear. At the bottom of the page, a balance due for all requests will be tallied.



- 5) The registrar will then submit requested transcripts within two weeks following a request. If colleges accept electronic submissions, transcripts will be sent electronically. If colleges do not accept electronic submissions, then transcripts will be mailed by the registrar.
- 6) Fees should be paid to the counseling secretary. The balance due must be paid within two weeks of making a request. Unpaid transcript fees will place a student on the hold list and incur restrictions from senior activities.