

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.

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Click here to request transcripts

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.

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request transcripts for college applications

Use this page to submit official transcript requests for your college applications. Once you submit your request to the high school office, you will receive a confirmation and a tracking number.

Current Applications

Below is a list of the applications already in your list. If you have already requested a transcript for an application, it will not appear in the list below. Please click "add request" to request a transcript for an application.

| | |
|---|---------------------------------|
| <input checked="" type="checkbox"/> add request | Duke University |
| <input checked="" type="checkbox"/> add request | Stanford University |
| <input checked="" type="checkbox"/> add request | The University of Texas, Austin |

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.

The screenshot shows a web interface for transcript requests. At the top, a green confirmation box states: "Confirmation: Your transcript requests have been submitted." A red arrow points from this box to the text "Confirmation requests were submitted". Below this is a "transcript status" section with a table of "College Application Transcripts". The table has columns for Confirmation Number, College, Requested, Due, Mailed, Mid-Year, Final, and Confirmed Receipt. Three rows are listed, all with a "pending" status in the "Mailed" column. Below the table is an "Other Transcripts" section stating "You do not have any other transcript requests." At the bottom, a "Transcript Fees" section shows a summary: Total Requests, Total Owed (\$ 3.00), Paid to-date (\$ 0.00), and Balance remaining (\$ 3.00). A red arrow points from the "Balance owed to counseling" text to the \$ 3.00 value in the "Balance remaining" row.

| Confirmation Number | College | Requested | Due | Mailed | Mid-Year | Final | Confirmed Receipt |
|---------------------|-------------------|-----------|---------|---------|----------|-------|-------------------|
| 6183192 | Duke Univ | 12/6/11 | 1/2/12 | pending | - | - | |
| 6183193 | Stanford Univ | 12/6/11 | 1/1/12 | pending | - | - | |
| 6183194 | U of Texas Austin | 12/6/11 | 12/1/11 | pending | - | - | |

| Transcript Fees | |
|-------------------|---------|
| Total Requests | |
| Total Owed | \$ 3.00 |
| Paid to-date | \$ 0.00 |
| Balance remaining | \$ 3.00 |

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.