

# Need an Official Transcript??

## Order Transcripts at Foothill (No fee required)

- 1) Fill out the **Transcript Request Form** below.
- 2) Place the form in the Transcript Requests bin in room 303.
- 3) Pickup your transcript in 2 days.

## Order Transcripts Online (This option requires a fee)

- 1) Order your transcripts online by going to:  
<http://www.tustin.k12.ca.us/foothill/about-our-school/records-transcripts>  
Click on: **Parchment**
- 2) Create a student account (if you haven't already done so) and order your transcripts. Use your personal email address, not your mytusd.org address when creating your account. Preorder your midyear or final transcripts by selecting **Hold for Grades**.
- 3) Each transcript is \$4.15.

**Current Students please note: Fee waivers are available for the first 4 Parchment transcripts if you qualify for a College Board waiver. Please see Mrs. Haidar for a fee waiver.**

## **Students Please Note:**

It is your responsibility to determine if the college you are applying to requires an official transcript. Make sure you sign in and check your portal with each college you have applied to.

The **UC applications** require a self-reported academic history.

You may obtain an unofficial transcript in the Counseling Department.

Please be advised that the UC's may request a 7<sup>th</sup> semester (midyear) transcript. Watch your emails, read all college correspondence and check [MyUCAApplication.com](http://MyUCAApplication.com) for updates. Do not send a transcript, unless they request it. The accepting UC will ask for an eighth semester (final) transcript.

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## Transcript Request Form

_____	_____	_____	_____	_____
Grad Year	First name	Last name	Birthdate	Date
_____	_____		_____	_____
Telephone number	Student signature	Email Address	# of Transcripts	
Transcript will be sent to: _____				
Deadline or special instructions: _____				
For Office Use Only:				
_____		_____		
Initials		Date sent		