

Need an Official Transcript??

Order Transcripts Online

- 1) Order your transcripts online by going to:
<http://www.tustin.k12.ca.us/foothill/about-our-school/records-transcripts>
- 2) Click on: **Parchment**
- 3) Create a student account (if you haven't already done so) and order your transcripts. Preorder your midyear or final transcripts by selecting **Hold for Grades**.
- 4) Each transcript is \$3.75. Fee waivers are available for the first 4 transcripts if you qualify for a College Board waiver. Please see Mrs. Haidar for a fee waiver.

Order Transcripts at Foothill

- 1) Fill out the **Transcript Request Form** below.
- 2) Bring in a preaddressed and stamped (\$.48) envelope for each transcript you need
- 3) Go to the Student Store and pay \$5 per transcript. Fee waivers are available if you qualify for a College Board fee waiver. Please see Mrs. Haidar for a fee waiver.
- 4) Bring the receipt & envelope(s) to Mrs. Haidar in Rm. 303.
- 5) Place the paperwork in the Transcript Requests bin.
- 6) Transcripts are processed and sent out within 3 days.

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 7th semester (midyear) transcript. Watch your emails, read all college correspondence and check MyUCAApplication.com for updates. Do not send a transcript, unless they request it. The accepting UC will ask for an eighth semester (final) transcript.

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