

# All Colleges Require Final Transcripts!!

Seniors,

As your last days at Foothill High School come to an end, it's time to plan for the future. Please preorder your **final** transcripts to be sent to your college, now.

Athletes, **do not** order your NCAA transcripts. NCAA transcripts will be automatically uploaded if you have registered with the Clearinghouse. Please check with Mrs. Haidar in Room 303 to make sure you are on the NCAA Transcript Request list.

## Order Transcripts at Foothill (No fee required)

- 1) Fill out the **Transcript Request Form** below.
- 2) Provide a stamped envelope addressed to your destination to be mailed in June.
- 3) Place the form & envelope in the Transcript Requests tray in room 303.

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

If you ordered a transcript through Parchment prior to May 1<sup>st</sup> and the order was completed, you need to order another transcript and use **Hold for Grades**.

- 1) Order your transcripts online by going to:  
<https://foothill.tustin.k12.ca.us/families-community/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 \$4.40

**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.**

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## Transcript Request Form

\_\_\_\_\_

Grad Year

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Birthdate

\_\_\_\_\_

Today's 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