

TRANSCRIPT REQUEST

What is the difference between Official and Unofficial Transcripts?

UNOFFICIAL TRANSCRIPTS - do not have the official school seal or signature, nor are they in a sealed envelope. An unofficial transcript is typically requested to provide proof of grades for auto insurance or other personal needs. These can be emailed to you.

OFFICIAL TRANSCRIPTS - have the official school seal and signature and are placed in a sealed envelope. Some scholarships require an Official Transcript, however most do not.



Email the following information to kvargas@fcusd.org

- Name at the time of graduation
- Year you graduated in
- Date of Birth
- Address you lived at when graduated.
- Where to send the official or unofficial transcript to

Please allow **2-3 school days** to process your request.

DO NOT REQUEST A TRANSCRIPT UNLESS THE COLLEGE HAS REQUESTED IT.

CSU or UC Schools: Students do not need to request a transcript **UNLESS** it is an application requirement for a special program. CSU and UC do **NOT** accept transcripts as part of the initial application process.

Common Applications/Send EDU: Students do not need to request a transcript. Enter your counselor's email on the application and your counselor will upload the transcript when they complete your common application.

Out of State & Private Schools: Non CSU, UC or schools not using Common App, such as private colleges and universities and schools out of state may require a copy of your transcript. Please consult their website to determine if a transcript is necessary. ***Scholarships/Jobs/Auto Insurance:*** Please determine whether you will need an Official or Unofficial transcript. If unofficial, it will be emailed to you. Allow **2 school days** to process these requests.