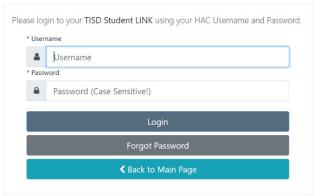
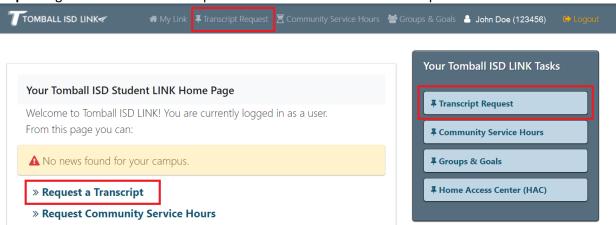
Step By Step Guide for Transcript Request

Step .1 Login to TISD LINK Student Portal https://link.tomballisd.net/student/

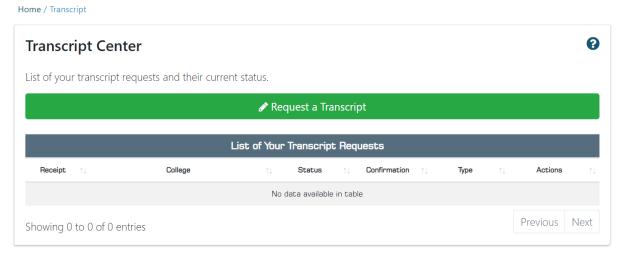
If you do not remember your username and password, click Forgot Password to recover your username and password.



Step .2 Login to TISD LINK Student portal then click one of below transcript links.



Step .3 Transcript Center page will be available to you. On this page, you can monitor your requests and order new transcript. Click green Request a Transcript button to complete transcript request form.



- **Step .4** Transcript Request Form page, you will be given instructions how to pay the transcript fee and complete the form.
 - Final transcript can be requested beginning in April of the senior year. Final transcripts will not be available until after graduation. The first final transcript is free of charge; additional final transcripts will require a fee.
 - You will see one of the below forms for your request. If you are eligible to have your fees waived for transcript, you will see the Form 2 for all others you will see Form 1.

Form 1 Home / Transcript Center / Transcript Request Home / Transcript Center / Transcript Request TISD Transcript Request Form TISD Transcript Request Form • Unofficial Transcript - These are provided directly to the student. These may be used for What kind of transcript are you requesting? student reference when completing applications or can be sent by students for scholarships, etc. Be sure to check with the organization to see if an unofficial transcript is • Unofficial Transcript (\$1.00) - These are provided directly to the student. These may be appropriate. used for student reference when completing applications or can be sent by students for scholarships, etc. Be sure to check with the organization to see if an unofficial transcript is • Official Transcript - The official transcript is sent directly to college/university appropriate. electronically or may be requested in a sealed envelope for other purposes (scholarships, • Official Transcript (\$2.00) - The official transcript is sent directly to college/university electronically or may be requested in a sealed envelope for other purposes (scholarships, • Final Transcript - This transcript is for seniors only and can be requested beginning in April of the senior year. Final transcripts will not be available until after graduation. * You will not see a payment link here because you are eligible to have your fees waived for • Final Transcript - This transcript is for seniors only and can be requested beginning in transcripts. You are also eligible for college application and SAT/ACT waivers. Please see your April of the senior year. Final transcripts will not be available until after graduation. The first counselor if you need these waivers as well. final transcript is free of charge, additional final transcripts will require a fee. (\$2.00) Please Use Official Transcript Payment Link * Transcript Type Choose STEP 1 Please click below link to make above required payment and save the receipt number. Unofficial Transcript Payment Link * ONCE YOU PAY, BE SURE TO RETURN TO THIS PAGE TO COMPLETE YOUR REQUEST(S). * You can pay for more than one transcript request in School Cash Online. Just enter the same receipt ber for each subsequent request. * Requests without a payment will not be processed. STEP 2 After completing the required payment, please complete the below form. * Transcript Type Transcript Type is a required field and no value was provided. * Payment Receipt # Please enter payment receipt number.

Step .5 Follow the instructions on the form for your request then click submit. After submitting your request, you will receive an email regarding your request with subject "You have successfully submitted your transcript request (John Doe)". In addition, you will receive another email with subject "Your transcript request has been completed (John Doe)" when campus process/complete your request. You can also monitor your transcript request status on your link account (Transcript Center Page).

Final Transcript

All seniors will see Final Transcript option on the request page. First final transcript request is free of charge. Additional transcripts must be ordered selecting **official transcript** which will require a fee. After ordering first final transcript, final transcript option will not be available to you. You must use official transcript for all other request.

