

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.

Please login to your TISD Student LINK using your HAC Username and Password.

* Username

* Password

Login

Forgot Password

← Back to Main Page

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



Your Tomball ISD Student LINK Home Page

Welcome to Tomball ISD LINK! You are currently logged in as a user.
From this page you can:

Request a Transcript

Request Community Service Hours

Your Tomball ISD LINK Tasks

- Transcript Request**
- Community Service Hours
- Groups & Goals
- Home Access Center (HAC)

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.

Home / Transcript

Transcript Center ?

List of your transcript requests and their current status.

[Request a Transcript](#)

List of Your Transcript Requests

Receipt	College	Status	Confirmation	Type	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

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

TISD Transcript Request Form

What kind of transcript are you requesting?

- **Unofficial Transcript (\$1.00)** - These are provided directly to the student. These may be 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 appropriate.
- **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, etc.)
- **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. The first final transcript is free of charge, additional final transcripts will require a fee. (\$2.00) Please Use Official Transcript Payment Link

STEP 1

Please click below link to make above required payment and save the receipt number.

Unofficial Transcript Payment Link

Official 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 number 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.

Form 2

Home / Transcript Center / Transcript Request

TISD Transcript Request Form

- **Unofficial Transcript** - These are provided directly to the student. These may be 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 appropriate.
- **Official Transcript** - The official transcript is sent directly to college/university electronically or may be requested in a sealed envelope for other purposes (scholarships, etc.)
- **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 transcripts. You are also eligible for college application and SAT/ACT waivers. Please see your counselor if you need these waivers as well.**

* Transcript Type

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.

* This is your first final transcript request and it is free of charge. Additional transcripts must be ordered selecting official transcript which will require a fee.

* Transcript Type

Choose

Choose

Unofficial Transcript

Official Transcript

Final Transcript

* Payment Receipt #

⚠ Please watch the status of your requests on your Transcript Center page. You will receive an email when your request is updated. Do NOT contact/call/visit registrar office regarding your transcript requests.