

Senior Transcript Requests

- **CURRENT transcripts for in-state schools:**
Use Georgia Futures
- **CURRENT transcripts for out of state schools:**
Use ScribOrder
- **FINAL transcripts for ALL schools (in or out of state):**
Use ScribOrder

IMPORTANT:

DO NOT request CURRENT and FINAL transcripts on one order! These need to be separate.
CURRENT transcript requests go on one order; FINAL transcript requests go on another order.

- ScribOrder is accessed by clicking on the 'Student Records Request' link at the top of the SEBHS home page:



Southeast Bulloch High School
Preparing students for success & enhancing community value

[Submit Absence Excuse](#) [Student Records Requests](#)

- ScribOrder may also be accessed by utilizing the QR Code below:



- Click on the backpack icon in the Current Students section:



- Enter information into the application form.

**A note concerning the Driver's License field. If a student does not have a driver's license, they need to click on the ? next to the field and click on the green 'Do not have ID' button to bypass this required field.*

★ ID Number: ⓘ

- Click next to “I would like this records request delivered to” and then click on the blue Add Delivery Address button.

• I would like this records request delivered to:

You must click on the blue Add Delivery Address button to send records to a College/University or Other Address.

Documents Will Be Delivered To: please enter the delivery addresses

Add Delivery Address

Name	Attention	Addr 1	Addr 2	City	State	Zip	Country	# of Copies
------	-----------	--------	--------	------	-------	-----	---------	-------------

- Choose ‘Educational Institution’ from the Address Type dropdown menu.
- Begin typing the name of the university you wish to send the transcript to. The appropriate address will auto-populate:

Add An Address

★ Address Type: Educational Institution

★ Agency, College, Employer, or Student Name: The University of Tennessee-Knoxville ✓

Attention: Admissions

★ Address Line 1: 320 Student Service Building

Address Line 2:

★ City: Knoxville

★ State: (region) Tennessee

★ Zip Code: (postal code) 37996-0230

★ Country: United States

★ Number of Copies: 1

Add Additional Address

Save And Close

- **Note:** If the university’s information does not auto-populate, the student can type in the address information. This usually only occurs with some small, private colleges.
- If choosing only 1 university, click on the ‘Save and Close’ button
- **If choosing more than 1 university**, click on “Add Additional Address’, and repeat the steps above. You can choose as many universities as desired.
- When all universities have been entered, click on the ‘Save and Close’ button

- Scroll down and click on the reason for the transcript request (College), and then select either Current or Final Transcript (do not choose both Current and Final transcripts on 1 order)

Reason(s) for Request of Student Record:

- ☐ Employment
- ☐ College
- ☐ Identification
- ☐ Birth Certificate
- ☐ Immigration
- ☐ Other (Please indicate in the Special Instructions box above)

Select The Information Type(s) Requested:

- ☐ Certificate of Enrollment (DDS Form) (\$0.00 ea. + \$0.00 copy)
- ☐ CURRENT Transcript (\$0.00 ea. + \$0.00 copy)
- ☐ FINAL Transcript (\$0.00 ea. + \$0.00 copy)
- ☐ Immunization Record (\$0.00 ea. + \$0.00 copy)
- ☐ Complete Student Record (\$15.00 ea. + \$15.00 copy)

- Enter your initials and electronically sign. Click on the green 'Update Fees-Prepare for Checkout' button.

Please enter your e-Signature

★ Your Initials:

— For security purposes, we logged your IP Address:
168.11.112.2, 168.162.238.152, 30.1.2.150
— Date/Time of Completion: 4/10/2024 at 13:59 hours

X

I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE

Clear Form Update Fees - Prepare For Checkout

-
- There is no charge for Current or Final transcript requests for seniors!

- **Important Note:**

CURRENT transcript requests will be sent to the universities when the student's order is received. FINAL transcript requests will be sent to the universities in mid to late June.