

HOW TO ORDER FINAL TRANSCRIPTS

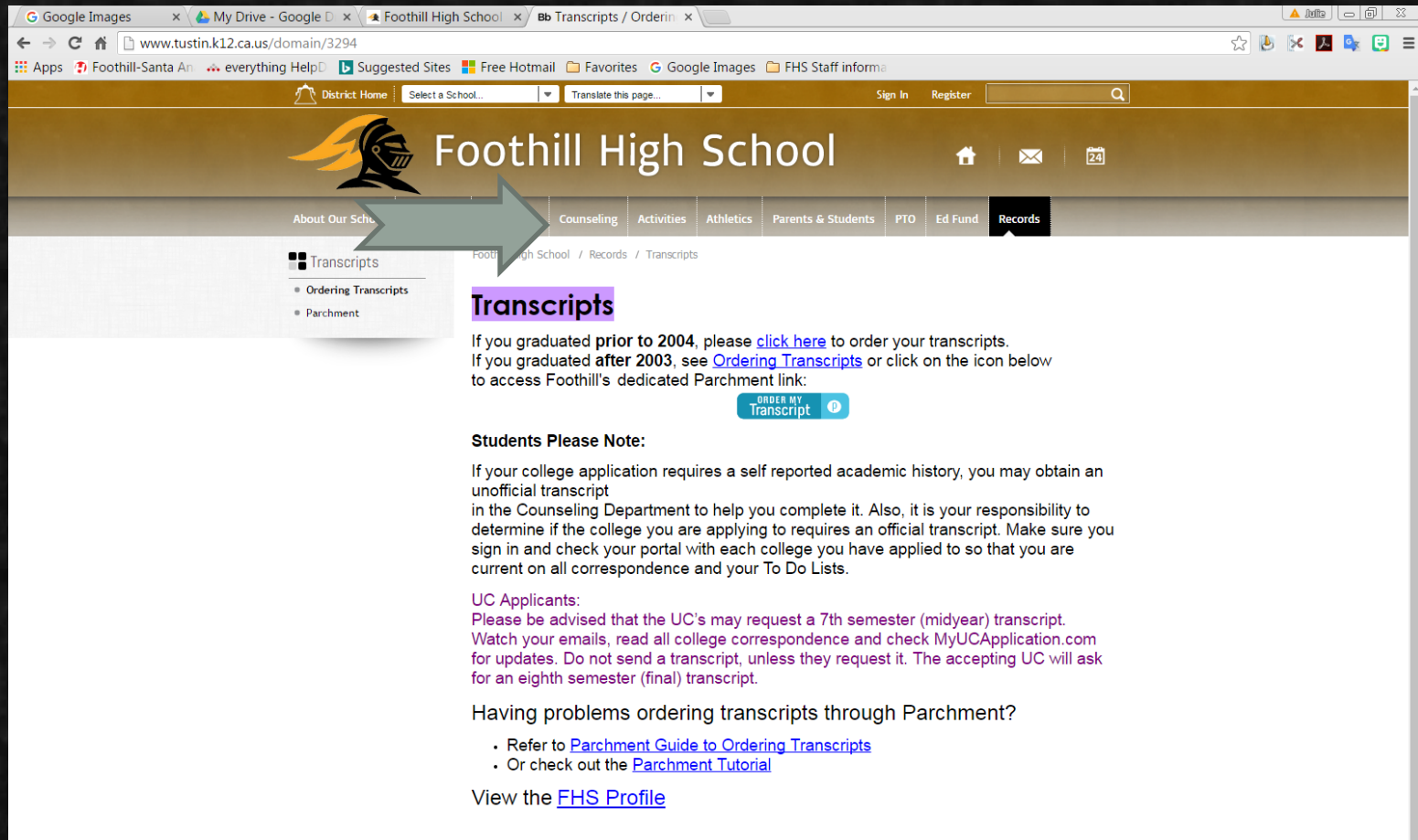
SENIORS



GO TO THE FHS WEBSITE

HTTP://WWW.TUSTIN.K12.CA.US/FOOTHILLHS

UNDER COUNSELING – CLICK ON RECORDS & TRANSCRIPTS



The screenshot shows a web browser window with the URL www.tustin.k12.ca.us/domain/3294. The page header features the Foothill High School logo and name. A navigation menu includes links for About Our School, Counseling, Activities, Athletics, Parents & Students, PTO, Ed Fund, and Records. A large green arrow points from the 'Records' link in the navigation menu to the 'Transcripts' link in the left sidebar. The main content area is titled 'Transcripts' and contains the following text:

If you graduated prior to 2004, please [click here](#) to order your transcripts.
If you graduated after 2003, see [Ordering Transcripts](#) or click on the icon below to access Foothill's dedicated Parchment link:

[ORDER MY Transcript](#)

Students Please Note:
If your college application requires a self reported academic history, you may obtain an unofficial transcript in the Counseling Department to help you complete it. Also, it is your responsibility to determine if the college you are applying to requires an official transcript. Make sure you sign in and check your portal with each college you have applied to so that you are current on all correspondence and your To Do Lists.

UC Applicants:
Please be advised that the UC's may request a 7th semester (midyear) transcript. Watch your emails, read all college correspondence and check [MyUCAApplication.com](#) for updates. Do not send a transcript, unless they request it. The accepting UC will ask for an eighth semester (final) transcript.

Having problems ordering transcripts through Parchment?

- Refer to [Parchment Guide to Ordering Transcripts](#)
- Or check out the [Parchment Tutorial](#)

View the [FHS Profile](#)

PARCHMENT

ORDERING TRANSCRIPTS ONLINE

- As your last days at Foothill High School come to an end, it's time to wrap-up your business
- at Foothill High School and prepare for the future. Please preorder your **final** transcripts
- to be sent to your college now. If you have ordered a transcript prior to today and it was
- sent, you still need to order a final transcript.
-
- **Order Transcripts Online**
- Order your transcripts online by going to www.parchment.com
- Create a student account (if you haven't already done so) and order your **final** transcripts.

FOLLOW THE INSTRUCTIONS

Order your transcript

It is important to remember that your school has your transcript. After you place your order, your school must review and approve your order before we can send it. Therefore, if there is a delay with your order, you should contact your school.

You can place multiple orders at the same time if you need to send your transcript to different destinations. You can also select if you'd like to wait until your next grades are in before your transcript is sent.

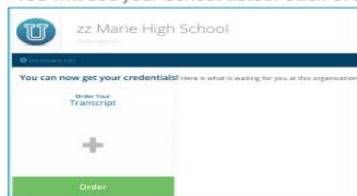
ELECTRONIC AND PAPER TRANSCRIPTS

- Some schools have a preferred delivery method saved into our system, so you may not be presented with a choice of delivery methods. For example, some schools may only want to receive electronic transcripts, so you would not see a paper option.
- If you order an electronic transcript, the recipient will receive an email with a link in it to access your transcript, or, if they are part of the Parchment network, the electronic transcript will land in their Parchment account.
- If you order a paper transcript, you will have the option to send your transcript by USPS mail or overnight delivery. Information about overnight deliveries:
 - We use FedEx for overnight delivery.
 - FedEx does not deliver to PO Boxes.
 - FedEx does not deliver on Saturdays and Sundays.
 - Since your school must approve and process your order before we can send your transcript, it is unlikely that your transcript will be delivered the next day if there is a delay with your school approving and processing the order.



TO ORDER YOUR TRANSCRIPT:

1. Log in to [Parchment.com](https://parchment.com).
2. You will see your school listed. Click **Order**.



WE WANT TO CELEBRATE YOUR SUCCESS!!!!

Snap Knight features our seniors & where they are going to college next year – stop by the college & career center to take a quick picture

The screenshot shows the website for foothillscounseling.org. The navigation menu includes: Mission/Vision, Checklists by Grade, Courses, Requirements & Programs, Pathways, Preparing for College, Applying to College, and Paying for College. The main content area features several articles:

- Incoming Freshmen Showcase**: A large image showing three young women holding informational cards. A "Read More" button is overlaid on the image.
- Snap Knight**: A yellow Snapcode with a photo of a young woman. A "Read more" button is at the bottom.
- Footy Knight Senior News | February 2017**: A news entry dated Feb 24, 2017, with a "read more" link.
- Footy Knight Senior News | January 2017 #2**: A news entry dated Jan 25, 2017, with a "read more" link.
- Oliver Entries**: A link at the bottom right.

A grey arrow points from the text box on the left towards the Snap Knight feature.

THE SENIOR SURVEY IS COMING!



About Me Tab
Next week
Seniors will log
onto Naviance
and complete
the short senior
survey

Foothill High School Logged in as: Yamir Aleman (log out) Manage my account

family connection

Your favorites, test scores and personal info - it's all here!

home colleges careers **about me** my planner

surveys to take:
- graduation survey
- this brag sheet
- survey history

Success Plan

- goals
- tasks

my assessments

- StrengthsExplorer®
- Do What You Are®
- Learning Style Inventory™
- MI Advantage™
- career interest profiler
- cluster finder

interesting things about me

- portfolio
- favorite colleges
- favorite careers and clusters
- resume
- game plan
- documents
- journal
- checklist
- completed surveys

official things

- profile
- account
- test scores
- Naviance Student mobile app