

Transcript Request Process



****READ BEFORE REQUESTING****

When do I request? Request only when a school or scholarship has formally asked you for OFFICIAL transcripts.

I heard about Parchment, can I use that? No, our school now uses Family Connection in place of Parchment, it's free and easier to use.

Can I request now for Semester (7th semester) or Final (8th semester) transcripts? No, you will request them once grades are finalized: January for Fall grades— June for Final transcripts.

Step 1: Login in to Family Connection account

Step 2: Click on Colleges tab

Step 3: Click on Transcripts (under resources on left)

Step 4: Select type of transcript (for College apps or scholarship)

Step 5: Choose destination & hit request

*Unofficial Transcripts can be obtained in the Guidance Office

