

# TRANSCRIPT REQUEST INFORMATION

## General transcript ordering information:

- Transcripts are available for Alumni and Current Students.
- If you are ordering a hard copy to be sent to a college, please provide the name and address of the college in the appropriate boxes. **For more than one college, please order one at a time.**
- If you are ordering a paper copy for yourself, you may pick it up in the guidance office (by writing “pick up at front office”) OR provide an address in the appropriate box for mailing address. An order with an empty address box will default to the address TCHS has on file for the student/alumni ordering.
- The average turnaround for processing is **24-48 business hours**. Holidays will impact the schedule.

## Current Students

- Unofficial transcripts are no charge. See your counselor or guidance clerk.
- Electronic transcript sent to a college is \$2. Most major public colleges are available. If the institution in question is not available electronically, the order will be fulfilled by mail.
- Electronic transcript does NOT mean email. **Transcripts cannot be sent through email.**
- Paper copy of official transcript, either for yourself or mailed to a college is \$2 per transcript.
- <http://www.schoolpay.com/pay/for/Transcript-Request-Current-Students-/ld63Q>

## Alumni Students

- Electronic transcript sent to a college is \$2. Most major public colleges are available. If the institution in question is not available electronically, the order will be fulfilled by mail. **Electronic transcripts are not available for grad year 2015 or earlier.**
- Electronic transcript does NOT mean email. **Transcripts cannot be sent through email.**
- Paper copy of official transcript, either for yourself or mailed to a college is \$2 per transcript.
- <https://www.schoolpay.com/pay/for/Transcript-Request-Alumni-/ld8ce>

For questions regarding your transcript order

Contact: [Juan.BetancourtRovira@ocps.net](mailto:Juan.BetancourtRovira@ocps.net)

