

Senior Final Transcript Instruction Sheet

Seniors will receive **ONE FREE** Final Transcript to be sent to one College of their choice. Please follow the instructions below to ensure proper submission. Students, parents, or guardians can complete the online request from **May 18, 2020 - June 5, 2020**, (4:00 pm CST). All requests submitted before or after the designated window will pay the \$5.00 fee per transcript as the coupon code will not be valid.

Step 1

Go to the web URL below on a computer, iPad, or mobile device.

(preferred browsers: Chrome/Safari/ Mozilla Firefox) - <https://neisdtx.scribborder.com/>

Step 2

(If under 18 years of age, the Parent Authorization Form must be completed with a copy of the Parent/Guardian ID included. (Save and attach when prompted). This form is located under "IMPORTANT INFORMATION".

Click on the Current Student backpack icon:



Step 3

- Fill out all Required Fields and add **ONE** College where you would like to send the final transcript. (***Any request with multiple schools listed will be rejected.***). *Students with Dual Credit, your transcripts will be automatically sent to SAC. IF YOUR TRANSCRIPT NEEDS TO BE SENT TO NCAA/NAIA, PLEASE BE SURE TO TYPE IN THE REQUEST INSIDE THE "SPECIAL INSTRUCTIONS" BOX.*
- If you wish to send additional transcripts, please complete a new transcript request separately. \$5.00 fee (per transcript) applies.

Step 4

Add the Coupon Code: **3F39EFE4BCCE**

Step 5

Click on: "Update Fees - Prepare For Checkout"

Update Fees - Prepare For Checkout

If you are under 18, you will now attach the Parent Authorization Form and Parent /Guardian ID to the order by clicking on the "Add files..."

+ Add files...

If you are over 18, simply check the box, enter Initials, and Click: **Complete Order**

Please attach your release documents

☒ If you are over the age of 18, you are not required to attach the Parent Authorization Form, please check box, place initials below, and continue to payment.

All requests will be processed after all final grades are submitted and the graduation date is posted on the final transcript (June 8, 2020). Orders may take up to 10 business days to process.