

Steinbrenner High School Student Transcripts

Graduates PRIOR TO 2020

If you graduated prior to 2020 (2019 and before) please go to the district's online document order form.

You may request official High School Transcripts, Graduation Verification, Employment Verification and Health Records online at:

[SDHC.SCRIBORDER.COM](https://sdhc.scriborder.com)

Select "Former Student" link on left side of page

Recent Graduates (19-20)

Students that graduated in June 2020 that need an official transcript may place an order for them online at:

[SDHC.SCRIBORDER.COM](https://sdhc.scriborder.com)

Select "Former Student" link on left side of page

Your **FIRST 2 TRANSCRIPTS** will be free of charge. After that, the regular fee for documents will apply.

Please note: Placing an order at [SDHC.SCRIBORDER.COM](https://sdhc.scriborder.com) on your cell phone may not work.

Adult School Graduates: Contact 813-231-1650

Current Students

Current students that need an official transcript may place an order for them online:

SDHC.SCRIBORDER.COM

Select "Current Students" link on left side of page

Current Seniors, it is very important you follow these directions so we handle your needs correctly and in a timely fashion. Most students will need their Permanent Record Summary first, so you can fill out the college applications correctly **(1)**. Once you have completed AND SUBMITTED your college application you will need to order your transcripts sent to each school **(2)**. If you are using **Common Application, Coalition, or SendEdu**, you **should not** request a transcript through ScribOrder. Your counselor will send those transcripts.

1. If you need a summary so you can complete college applications (GPA, test scores, rank, etc) select the following:

Reason: College

Information Type Requested: Permanent Record Summary (1 page)

- Choose "I will pick up these documents", **BUT** I will send you an email link with your summary.

2. If you have completed college applications and want an official transcript sent to the schools you have applied to select the following:

Reason: College

Information Type Requested: Student Transcript (6-9 page document)

- Choose "I would like this records request mailed" Where it asks you to "add a delivery address", you will need to select all schools from the drop down menu that you have applied to. These will be sent electronically, directly to the school, through E-Trans. You may add as many schools to one order as you need. **PLEASE MAKE SURE YOU ARE NOT REQUESTING TRANSCRIPTS TO BE SENT TO SCHOOLS THAT REQUIRE YOU TO SEND YOUR GRADES THROUGH THE S.S.A.R. or SPARK (UCF)**

Transcripts Needed for Scholarship Applications

If the Scholarship requires an **unofficial** transcript:

You need to request a **permanent record summary sheet (1 page document) or Unofficial Transcript without Certification (6-9 page document)** with a reason of "College". You may print as many copies of either of these as you need.

If the Scholarship requires an **OFFICIAL** transcript:

You need to request a **transcript** with a reason of "Information needed to complete college applications". In the special instructions area (just below your email address) state how many scholarships you are applying for that need an official transcript and you will be sent a certified link for EACH one. If you need a printed copy to add to a larger envelope with additional materials, state that in the special instructions and one will be mailed to you. Once you receive it DO NOT open it, just add to your other materials to be submitted. If you open it, it WILL NOT BE OFFICIAL.

Accessing the documents sent to you via secure email link:

You will get several emails from ScribOrder. One when you submit the order (*Your student record order has been submitted*), one when it is processed (*Your student records order has been processed!*), and then the ones with the link to download your document. It is a 2 step process to retrieve the document. For each certified copy you ordered you will get an email (*Certified PDF Student Record Delivery*). When you click on the link inside, it will take you to a page where you will need to type in a validation code. By clicking on that link it prompts another email to be sent to you which will contain the validation code you will need (*eTrans Validation Code*). Once you type in the code you will be able to download the document.

****If you are sending the document to someone (Scholarship Administrator, College Coach, etc) you need to forward the validation email (*eTrans Validation Code*) to that person as it will have the validation code and the link necessary to download the document.

If you have any questions, please feel free to email your counselor or the registrar, Carmen Hession.

Ms. Cappello (A-Ci) - jaclyn.cappello@sdhc.k12.fl.us

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Mrs. Pressley, College & Career Counselor - judy.pressley@sdhc.k12.fl.us

Mrs. Hession, Registrar – (transcripts) carmen.hession@sdhc.k12.fl.us