

# East Bay 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/or Health Records online by visiting:

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

Select "Former Student" link on left side of page

## Recent Graduates (2020)

Students who graduated in January or June of 2020 and need an official transcript may place an order online by visiting:

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

Select "Former Student" link on left side of page

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

**Please note: Placing an order at SDHC.SCRIBORDER.COM on your cell phone may not work.**

**SAT or ACT: To get your SAT and/or ACT scores, you must contact them directly:**

**SAT (866) 756-7346**

**ACT (319) 337-1313**

**Adult School Graduates:** Contact 813-231-1650

# Current Students

Current students who need an official transcript may place an order for them online by visiting:

[SDHC.SCRIBORDER.COM](http://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:** Information needed to complete college applications

**Information Type Requested:** Permanent Record Summary (1 page)

Choose "I will pick up these documents", **BUT I will send you an email link with a .pdf of 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," select all schools to which you have applied from the drop-down menu. These records will be electronically sent directly to the school. You may add as many schools to each application (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** with a reason of "Information needed to complete college applications." You may print as many copies of it 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, please request a sealed hard copy to be mailed to you in the special instructions. Once you receive it **DO NOT** open it, just add to the other materials you are submitting. If you open it, it **WILL NOT BE OFFICIAL**.

**If for some reason you are asked to “upload a verification document,” please check that you will “upload it later” (you do not need to, it is a glitch) and it will let you proceed.**

### **Accessing the documents sent to you via secure email link:**

You will get several emails from ScribOrder: (A) One when you submit the order (*Your student record order has been submitted*); (B) one when it is processed (*Your student records order has been processed!*); and (C) the last with the link to download your document. It is a 2-step process to retrieve the document. You will receive an email (*Certified PDF Student Record Delivery*) for **each** certified copy that you request. 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 contains the validation code required (*eTrans Validation Code*). Once you type in the code, you will be able to download the document.

**\*\*\*\*If you are sending the document to a third party (Scholarship Administrator, College Coach, etc.), you must 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, Mary McLaughlin.

Mr. Perez (A – D) – [henry.perez@sdhc.k12.fl.us](mailto:henry.perez@sdhc.k12.fl.us)

Mrs. Rankin (E – J) – [marshica.rankin@sdhc.k12.fl.us](mailto:marshica.rankin@sdhc.k12.fl.us)

Mrs. Barrow (K – Mn) – [kimberly.barrow@sdhc.k12.fl.us](mailto:kimberly.barrow@sdhc.k12.fl.us)

Miss Varon (Mo – R) – [laura.varon@sdhc.k12.fl.us](mailto:laura.varon@sdhc.k12.fl.us)

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Miss Felix, College & Career Counselor – [mia.felix@sdhc.k12.fl.us](mailto:mia.felix@sdhc.k12.fl.us)

Mrs. McLaughlin, Registrar – (transcripts) – [mary.mclaughlin@sdhc.k12.fl.us](mailto:mary.mclaughlin@sdhc.k12.fl.us)