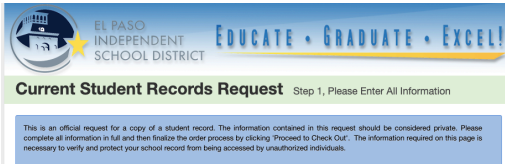


# How Current Students Request a Transcript and/or Submit Scholarship Application

1. Go to <https://episd.scriborder.com/applicationCurrent>



2. Complete the form making sure to fill out all questions that have a red asterisk \*
3. Under the box labeled “Special Instructions” is where you will add the name of the person, organization or department you want the transcript sent to and their email address. **If your counselor is submitting a scholarship application for you add the following under Special Instructions: “My counselor (Mr./Ms. Counselor Last Name) will be emailing you my scholarship application. Please attach my transcript to that application and send it to (Organization Name).”**

4. Click on the blue box labeled “Add Delivery Address” to enter the address of where you want the transcript and/or scholarship application sent. If you want to send transcripts to multiple locations you will need to add the address information for each person, organization or school you want them sent to.

5. In the green box labeled “Reason(s) for Request of Student Record” select what the transcript request is for.

- In the second green box labeled “Select The Information Type Requested” you will select if you are requesting a transcript or trying to upload a scholarship application. **If you are trying to upload a scholarship application you must click on BOTH “Transcripts” AND “Scholarship Request.”**

- In the box labeled “Enter Your e-Signature” make sure to initial and use the digital pen to sign that you agree to the content you requested above. **If you are under 18, your parent must email your campus Registrar to provide permission for your transcript to be sent.**

- Click on the button “update order” to complete your order if you are only requesting transcripts to be sent. Your order will be complete and you will receive a receipt. **Please save your receipt with your tracking number. You will receive emails with updates on their order from [scribOnline@scribsoft.com](mailto:scribOnline@scribsoft.com)**

- If you are also requesting to upload a scholarship application click on “update order” and a new screen will appear. This is where scholarship applications can be uploaded.

- Once you have uploaded your documents, enter your initials and click “complete order.” You will receive a receipt. **Please save your receipt with your tracking number. You will receive emails with updates on their order from [scribOnline@scribsoft.com](mailto:scribOnline@scribsoft.com)**