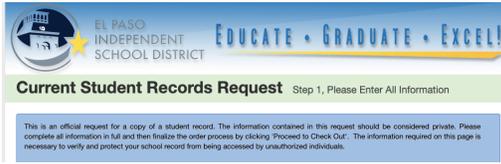


# How Current Students Request a Transcript and/or Submit Scholarship Application

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. If you are sending a scholarship application to an organization that is NOT a university, under the email section, **enter the email address of the person you are sending the application to instead of your own.**

Email:

★ Address:

4. 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).”**

Special Instructions :

Documents Will Be Delivered To: please enter the delivery addresses

5. 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.

Add An Address

★ Address Type:

★ Agency, College, Employer, or Student Name:

Attention:

★ Address Line 1:

Address Line 2:

★ City:

★ State (FIPS):

★ Zip Code (International):

★ Country:

★ Number of Copies:

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

Reason(s) for Request of Student Record:

- Employment
- College
- Scholarship for College
- Identification
- Birth Certificate
- Immigration
- Other

7. 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.”**

Select The Information Type(s) Requested:

- Transcripts ( \$0.00 ea. + \$0.00 copy )
- Scholarship Request (Upload Application when prompted) ( \$0.00 ea. + \$0.00 copy )
- Verification of Enrollment (VOE) ( \$0.00 ea. + \$0.00 copy )

8. 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.**

Please enter your e-Signature

\* Guardian Initials: RC

For security purposes, we logged your IP Address: 108.230.198.71, 172.69.68.156, 30.1.3.70  
Date/Time of Completion: 3/27/2020 at 8:57 hours

Retry

9. 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)**

10. 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.

Records Request Step 2. Please Provide Documentation

Release Information Required

Current Students - Please upload an unexpired government issued photo ID. If you need to send in a scholarship application, please upload it. **Alumni Requests** - Please upload an unexpired government issued photo ID. **Corporate Requests** - Please upload a signed release form.

Please attach your release documents + Add files...

I will mail, fax, or deliver these documents

11. 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)**

\* Your Initials: required

Clear Form Complete Order

