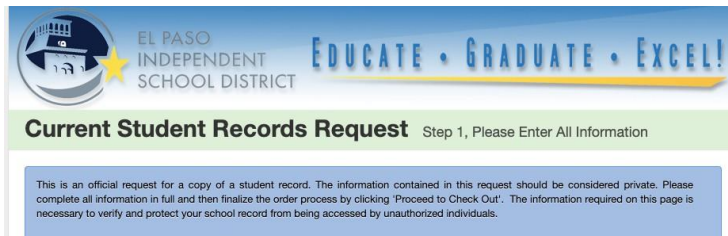


# How Current Students Request a Transcripts

You may also upload a Scholarship Application here

**Note: an individual transcript request will be necessary for each transcript needed**

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



2. Complete the form making sure to fill out all questions that have a red asterisk \*

## Student's Current Name:

★ Last Name:	<input type="text" value="Rocket"/>	★ First Name:	<input type="text" value="Irvin"/>
Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>
Maiden Name:	<input type="text"/>	★ Last 4 SSN: (confirm)	<input type="text" value="...."/>
★ Last 4 SSN:	<input type="text" value="...."/>		
Student ID:	<input type="text"/>		

## Information Related To Student's Birth:

★ Date of Birth:	<input type="text" value="01/01/2003"/>	★ Current Age:	<input type="text" value="17"/>
Birth City:	<input type="text" value="EL PASO"/>		
Birth State:	<input type="text" value="TX"/>		

## Your Current EPISD School of Attendance:

★ Name of School :	<input type="text" value="IRVIN HIGH SCHOOL"/>
★ Grade:	<input type="text" value="12th Grade"/>

## Current Residence Address: (this may be different than the mailing address)

★ Address Line 1:	<input type="text" value="9465 Roanoke Dr"/>	Enter YOUR home address here
Address Line 2:	<input type="text"/>	
★ City:	<input type="text" value="EL PASO"/>	
★ State: (region)	<input type="text" value="TX"/>	
★ Zip Code: (postal code)	<input type="text" value="79924"/>	
★ Country:	<input type="text" value="United States"/>	

Mailing Address Different: ☐ Yes ☒ No

This refers to YOUR mailing address, if it is the same as your home address, select no

## Telephone Number: (###-###-####)

★ Primary:	<input type="text" value="+1(915)236-4600"/>	Cell:	<input type="text" value="+1(915)236-4600"/>
Updates via Text Message?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## Email:

★ Address:

required

STOP! See instructions in Step 3 below

3. If you are sending the transcript to a college for admissions consideration, enter the email address for the admissions office. You may find this on the institution's webpage. – OR--  
If you are sending a scholarship application to an organization, under the email section, enter the email address of the person or organization you are sending the application to. Follow the application's instructions carefully.

**Do not enter your email.**

**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.

*Note: I have added sample "special instruction" messages- these are just examples, feel free to modify.*

Special Instructions :

I am applying for the \_\_\_\_\_ scholarship. Please email my transcript to this email address: \_\_\_\_\_. -OR-  
I am applying for admission to \_\_\_\_\_ (name of college/university) Please send my transcript to the address listed. -OR-  
Any other special instructions you were provided by the scholarship committee, college admissions rep, or your counselor.

**Documents Will Be Delivered To:** please enter the delivery addresses

**Add Delivery Address**

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 to (even if the transcript will be emailed). Please check the scholarship instructions for the physical address and if sending to a school, check their admissions website.

**Add An Address**

x

★ Address Type:

★ Agency, College, Employer, or Student Name:

Attention:

★ Address Line 1:

Address Line 2:

★ City:

★ State: (region)

★ Zip Code: (postal code)

★ Country:

★ Number of Copies:

Under "Address Type" the options will be:

**Educational Institution**

(for admissions consideration -or-  
for scholarships offered directly through the college)

- or -

**Other**

(for scholarships offered through independent organizations,  
this is most common for scholarships)

**Add Additional Address**

**Save And Close**

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

Most common Reasons for Request:

**College**  
(for college/university admissions consideration)

- or -

**Scholarship for College**  
(for all scholarships)

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 legal guardian must initial and sign this request.**


For questions, you may email your campus Registrar to provide permission for your transcript to be sent. Our Irvin HS Registrar is Ms. Fierro; her email address is: [cfierro@episd.org](mailto:cfierro@episd.org)

**Please enter your e-Signature**

★ Guardian Initials:

— For security purposes, we logged your IP Address:  
108.239.198.71, 172.69.68.156, 30.1.3.70

— Date/Time of Completion: 3/27/2020 at 8:57 hours

  
I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE

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**

☐ I will mail, fax, or deliver these documents

[+ Add files...](#)

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:

[Clear Form](#) [Complete Order](#)

If your counselor or Ms. Gutierrez is helping you with a scholarship application, you may have been instructed to email your tracking number.

[bmgutier@episd.org](mailto:bmgutier@episd.org)

If you need help or have questions, please call me from 11am - 12pm or 3pm - 4pm at:

Google Voice # (915) 302-0872

## SCHOOL COUNSELING DEPARTMENT

**Counselor  
New Tech**

Ms. Saucedo

[ciavila@episd.org](mailto:ciavila@episd.org)

**Counselor  
Students A-GA**

Ms. Rodriguez

[errodri3@episd.org](mailto:errodri3@episd.org)

**Counselor  
Students GE-O**

Ms. Barron-Gracia

[lmgracia@episd.org](mailto:lmgracia@episd.org)

**Counselor  
Students P-Z**

Ms. Steel

[nmsteel@episd.org](mailto:nmsteel@episd.org)

