

How to Request Your High School Transcript from Past Schools

The fastest, easiest way to get your transcripts is online with Parchment. If your school isn't there, you can try the other options.

Option A (preferred): Go to www.parchment.com.

1. Select "Order & Status" on the top right of the page.
2. Select "Student/Parent Order".
3. Search for your high school.
4. If your school is there, create a New Learner Account and place the order for your transcripts (you'll be able to track your order).
5. If your school is not there, follow the steps below.

Option B: Go to the High School's Website

1. Search for your high school or school district online if you don't know the url.
2. Search the site for "Transcripts". Most schools use "Order Transcripts", "Transcript Requests", or "Records Request". Schools usually provide instructions for how to request transcripts online.
3. If there is an online request form, follow the directions to have the school send transcripts directly to **Smart Horizons Career Online Education** by:
 - Parchment (preferred): <https://exchange.parchment.com>
 - Email: transcripts@shcoe.org
 - Fax: 954-533-3504
4. If there is NOT an online request form, follow steps below.

Option C: Send Our Transcript Request Form to Your Past School

1. Fill out the form on the next page of this document.
2. Find the Registrar, Enrollment Office, or Record Management Office's email address or fax number.
3. Email or fax the form to your high school.

If you have questions or need help, contact our Student Services Team at transcripts@shcoe.org or 866.999.7853.

Transcript Request Form

Fill in your information then send this form to your past high school:

Student Name:	
Maiden or Other Name While Enrolled:	
Birth Date:	Years of Attendance:
Social Security #:	
Street Address:	
City:	State and Zip:
Email:	Phone:

Permission

I, _____,
(your name)
give _____
(previous high school name)
permission to send my official transcript to Smart Horizons Career Online Education.

(student signature)

(date)

Attention School Issuing the Official Transcript

- Please include this form with the transcript.
- If there is a fee, please notify student at the above phone or email. It is important that the transcript be sent as soon as possible.
- Please notify the student via phone or email when the transcript is sent.

Send official transcripts to school: **Smart Horizons Career Online Education.**
Transcripts can only be accepted if sent directly from the issuing school.

- Parchment (preferred): <https://exchange.parchment.com>
- Email: transcripts@shcoe.org
- Fax: 954-533-3504

Contact Information

SHCOE Student Services Department
866.999.7853 | transcripts@shcoe.org