Ordering Transcripts

DeKalb County High School has now joined the Tennessee Electronic Transcript Exchange/National Student Clearinghouse. This service will allow students to easily request or order their transcripts to be sent securely through the exchange to the post-secondary institution of their choice and it will allow the DCHS counseling staff to quickly and efficiently send student transcripts. When students request transcripts through the exchange, the requests are immediately sent to the high school’s portal. When the counseling staff send student transcripts, the transcripts are immediately sent to the post-secondary institutions. This process is much faster and more efficient than printing and mailing. When a student orders a transcript, they will receive a tracking number that will allow them to track when the high school received the request, when the transcript was sent and when the college received and processed the transcript.

We are asking that all class of 2020 graduating seniors and future graduating classes use this service to order transcripts. All Tennessee public colleges and most of the private colleges are on the exchange. If a student can not find their college on the exchange, please email the DCHS counseling department staff.

Mrs. Vicky Walker – [vickywalker@dekalbschools.net](mailto:vickywalker@dekalbschools.net)

Mrs. Lori Myrick – [lorimyrick@dekalbschools.net](mailto:lorimyrick@dekalbschools.net)

Mrs. Shelly Painter – [shellypainter@dekalbschools.net](mailto:shellypainter@dekalbschools.net)

Please visit the website below to request transcripts.

<https://www.orderatranscript.com/ntc/order>