**Transcript Record’s Request**

**Last year DCS adopted a new transcript procedure: Transcripts must be requested on Scriborder.**

* **Each student can request 5 FREE transcripts per year.**
* **There is a $6 fee for each additional transcript.**
* **Please be mindful of the above when submitting request. If you have a question, please see or contact Ms. Anessia Shearon (****anessia.shearon@dcsms.org****).**
* **Please make sure that you have completed the admissions application and paid any required application fees (or completed application waivers) PRIOR to requesting to have transcripts sent.**

**How to request a transcript:**

1. **Go to Scriborder:** [**https://desotoms.scriborder.com/applicationCurrent**](https://desotoms.scriborder.com/applicationCurrent)
2. **Go to “Current Student Records Request”**
3. **Must Complete ALL fields**
4. **On the left in the light green box where it says Reasons for Request of Student Records:**
	1. **Must mark “College”**
5. **Go to section that says “Documents will be delivered to”**
6. **Click Blue “Add Delivery Address”**
	1. **Address Type: Educational Institution**
7. **Enter College Name and once you see your school Select it and the address information should autofill on the page**
8. **If all the information is correct, then you will get a Green check mark.**
9. **Go to Please enter your E-Signature. You will be able to E-Sign your request.**
10. **Finally, click Green Update Fees and Prepare for Checkout**
11. **You are now finished and the request will be sent to LCHS for processing.**
12. **Ms. Shearon sends transcripts daily. You can follow up with her for any questions. (****anessia.shearon@dcsms.org** **or 662-996-3060 ext. 1013)**