



TRANSCRIPTS 101

What You Should Know

COMPLIMENTARY TRANSCRIPTS FROM CHS

Students may request **TWO** complimentary copies of their official transcript from Coronado High School using the Transcript Request Google Form at [CHS OFFICIAL TRANSCRIPT REQUEST](#)

- #1 Beginning of the year (August 1-September 15 request for October 1 delivery)
 - Early Grads (Juniors), Early Admissions (Seniors), General Applications (Seniors), Scholarships (Seniors)
- #2 After your 7th semester (December 20-January 21 for February 1 delivery)
 - General Applications (Seniors), Scholarships (Seniors)

When requested, ALL in-house official transcripts must be picked up in the counseling office after the delivery date.

NEED MORE THAN THE CHS COMPLIMENTARY TRANSCRIPTS??

ALL other requests for official transcripts will be processed through CCSD's Electronic Transcript (E-Transcript) Delivery Service: www.transcripts.ccsd.net OR scan the QR code below



- ALL FINAL TRANSCRIPTS MUST BE REQUESTED VIA E-TRANSCRIPT DELIVERY!!
- E-Transcript Delivery fee = \$4 service fee plus \$1 to each institution
 - Have a comprehensive list of colleges/universities you would like your transcript sent to before ordering, so you only pay the service fee once!

WHAT ABOUT WHEN I NEED AN UNOFFICAL TRANSCRIPT??

From your Infinite Campus Account, you can print or upload your own transcript for insurances, some scholarships, job applications, enrollment verification, etc.

From a student or parent Infinite Campus account, log in.
On the left Quick Links, click on REPORTS
Click on CUSTOM UNOFFICAL TRANSCRIPT
Save or print the PDF report

PLEASE SEE YOUR COUNSELOR IF THERE IS A CONCERN!!

WHY E-TRANSCRIPTS ARE GREAT

Electronic Delivery Nationwide

No Stamps

No Envelopes

Available 24/7

Safe & Secure

Order Tracker

\$1 per Transcript

Unlimited Orders

Immediate, Efficient, FAST delivery with Confirmation #