



## Attention Seniors


### FINAL TRANSCRIPT REQUEST



All transcript requests will go through Scribbles web address: <https://lewisvilletx.scribborder.com>  
The link can also be accessed from the FMHS counselor's page on the FMHS website at [www.lisd.net/fmhs](http://www.lisd.net/fmhs) →  
**Counseling → Transcript Requests → TRANSCRIPT REQUESTS**

Create an account, if you have not already done so, enter all of your information and then select Delivery Address, then Educational Institution and enter the name of the College. Then select College, then Final Transcript. **Do Not** mark Graduation Verification, this is automatically a part of your final transcript. **This would be ONE transcript and only to the College that you are attending.**

Documents Will Be Delivered To: please enter the delivery addresses 



**Add An Address** 

\* Address Type Educational Institution   **Select "Educational Institution"**

\* Agency, College. Type name of college here   **Type name of college here**

#### Reason(s) for Request of Student Record:

- Employment
- College
- Identification
- Birth Certificate
- Immigration
- Other

#### Select The Information Type(s) Requested:

- High School Transcript ( \$5.00 ea. + \$5.00 copy )
- Verification of Graduation ( \$5.00 ea. + \$5.00 copy )
- Verification of Birthdate ( \$5.00 ea. + \$5.00 copy )
- Final Transcript (Choose this option for your final senior transcript to be sent to the college you will be attending. This option is NOT for transcripts needed for college applications.) ( \$0.00 ea. + \$0.00 copy )

We will begin sending Final Transcripts to colleges once finalized after graduation. Final transcripts will be available approximately two weeks or more after graduation and will include total credits earned and graduation date.

If you have special transcript requests for clearinghouse or summer school, please contact [FMHS-Records@lisd.net](mailto:FMHS-Records@lisd.net).

A-Led Mrs. Spruce 469-948-3463 [sprucej@lisd.net](mailto:sprucej@lisd.net)  
Lee-Z Mrs. Childers 469-948-3531 [childerss@lisd.net](mailto:childerss@lisd.net)

Please note that the Registrars are off campus for Summer Break from June 14 - July 8, 2019.