



Student FINAL Transcript Request – Online Instructions

You can access the new Scriborder final transcript request two ways.

Go to: <https://lewisvilletx.scriborder.com/>

OR

Go to the Hebron website at: <https://www.lisd.net/hhs>

Click on “Counseling” in the menu at the top

Click on “Transcript Requests” on the left menu

Please go in as a **CURRENT YEAR STUDENT** – even if you are requesting this transcript during the summer. Until next fall, you are considered a **CURRENT YEAR STUDENT** and this will allow you to have a free final transcript. The **FINAL** transcript will reflect your graduation date and graduation seal, and will be sent as soon as it is available.

PLEASE NOTE> Official final transcripts may only be sent directly to a college, employer, military etc. If you request a final transcript for yourself – it will be unofficial. We cannot provide a student with an official transcript – this is a district policy.

Once you submit your order, there will be a button to “Print Receipt for Records”. This will pop up with a receipt to confirm your order, payment, and the places where your transcript was sent. This can be printed, or you can take a screen shot with your phone, ipad or computer if you are not connected to a printer. You will also receive an email that confirms when your order has been processed.

You may also get information about your order by going to the Order Tracker. Go to the Transcript Requests page above but do not start an order. At the very top of the page, click “Order Tracking”. From there you can enter your order number (the email you receive will have this if you didn’t write it down), email address and password. The order tracker will show you the progress of your order, and you can also print a receipt from here (though it will not list where you sent the transcripts).