

# HALLS HIGH SCHOOL COUNSELING DEPARTMENT



## Order A Transcript

### *Electronic Transcript Request Directions*

1. Go to [orderatranscript.com](http://orderatranscript.com)
2. Select the blue “start” button
3. First step is to search “sending institutions.” In the navigation box, type Halls High School, then select search.
4. Select Halls High School in Knoxville, TN and then click “next”
5. Second step, enter the student information. You will need either the last four digits of your social security number or your Knox County student number.
6. Please note to mark if you are currently enrolled or enrolled in a previous year.  
*-Early graduates, after December you still select currently enrolled in academic year.*  
*-Alumni, please note all transcript requests are a \$4 charge per transcript*
7. Use the cursor to sign your name electronically.
8. Step three, is to search and select available institutions to receive your transcript.  
*You may select more than one at a time.*
9. Step four, is reviewing your order. Make sure all information is correct and you have selected the appropriate institutions.
10. Step five ask that you complete billing and contact information. All items must be completed before moving onto the next page. Once correct, press “submit order.”