



# GIBBS HIGH SCHOOL COUNSELING OFFICE

## Transcript Ordering Instructions

*\*Transcript orders for years prior to 2004, please see info at bottom of page*

- Go to [OrderaTranscript.com](http://OrderaTranscript.com) by National Student Clearinghouse
- Click on the blue "START" button
- **Tab 1 – Select Sender**
  - Under "Search Available Institutions" type **Gibbs High School, Corryton, TN** in the navigation box, then click "Search"
  - Select "Gibbs High School, Corryton, TN" and then click "Next" @ bottom right
- **Tab 2 – Student Information**
  - **Enter student info** (will need last four digits of your Social Security # (or) KCS Local Student ID #)
  - **Choose "Currently enrolled" (or) "Enrolled in a Previous Year"**
    - \***Early Grads** - after December, you will still select "Currently Enrolled" while we are still in the same academic year of your graduating class
    - \***Alumni** - all transcript requests are \$5 per transcript
  - **Urgency of request** - choose "Immediate" (or) "End of Term"
  - **Sign name electronically** in designated signature box using the cursor
  - **Certify Info** - read and check box, then click "Next"
- **Tab 3 – Select Recipients**
  - Search/select available institutions to RECEIVE your transcript (may select more than one at a time), then click "Next"
- **Tab 4 - Review Order**
  - Review your order, making sure all info and institutions selected show correctly
- **Tab 5 – Customer and Billing Information**
  - Complete billing and contact info - all items must be completed before moving to the next page
    - \***There will be no charge for current students**
  - After verifying all is correct, click "SUBMIT ORDER"
- **Tab 6 – Order Summary**

**Additional Important Info:** In the event an institution does not participate with [OrderaTranscript.com](http://OrderaTranscript.com), a transcript will be mailed to that institution by National Student Clearinghouse to therefore fulfill your order.

### Payment Methods for Alumni Transcript Orders:

- Come to Gibbs High School to pay by check or exact cash (bring in your driver license for ID)
- Mail a check to the order of Gibbs High School, 7628 Tazewell Pike, Corryton, TN 37721 with a notation on the check memo line (transcript, year of graduation, & maiden name)

**\*All alumni/grads prior to 2004 needing a transcript - please contact our Knox County Dept. of Records, 865-215-5656, located at 1000 N. Central Ave., Knoxville, TN 37917**