

## Instructions for Ordering Your Transcript

- Go to the CTHS Counseling Department Website.
  - [www.emsisd.com](http://www.emsisd.com) > About > Counseling Department
- Click the **Transcripts** tab on the left side of the page.
- Click the **Request My Transcript** button.
- Click **Sign in** located in the top right hand corner of the page.
  - Username: The email address you provided when creating your account.
  - Password: The password you created when setting up your account.
- Click the **Order** button.



- Type in the name of the academic institution you wish to send your transcript, and click **Search**.

Select a Destination

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Where would you like to send your credential?

An Academic Organization, Admissions Office, Business, or Other Organization.

OR

Yourself or Another Individual

[Advanced Search](#)

- Select the correct college from the search list provided, click **Select**.
- Verify your information is correct, or send a transcript to another institution, then click **Save and Continue**.

Item(s) being ordered:

**FROM**

Chisholm Trail High School  
Fort Worth, TX

TRANSCRIPT

Transcript

Delivery Method  
Electronic

**TO**

Texas State University  
Office of Undergraduate Admissions  
San Marcos, TX, 78666

[Delete this item](#)

When do you want this sent?  
Send Now

Application Tracking Number (optional)

[+ Add Another Destination](#)

Credential Fee	\$3.50
Shipping / Handling	\$0.00
<b>Item Total</b>	<b>\$3.50</b>
Total Credential Fees	\$3.50
Total Shipping / Handling	\$0.00
<b>Order Total</b>	<b>\$3.50</b>

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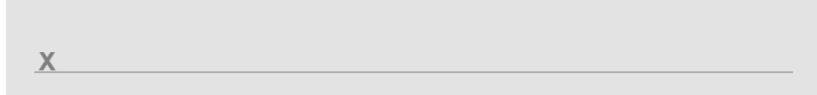
8. Review your order, and click **Continue**.

9. Follow the instructions to provide consent for your transcript to be sent, click **Save & Continue**.

## Provide Consent

I authorize Parchment to release my academic credentials from Chisholm Trail High School to the destinations I select.

Sign here with mouse or finger:

A large, light gray rectangular box intended for a signature. A large, bold black 'X' is centered within the box, indicating that no signature has been provided.

Clear Signature

Type Parent/Guardian Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.

Save & Continue

10. Follow the instructions to enter your payment information. Electronic transcripts cost \$3.50 and transcripts sent by mail cost approximately \$5.25. Submit payment information.

**\*\*You can track the status of your order once it has been submitted.**

If you have any questions, please visit the College and Career Center located in the front office of CTHS during your lunch period. We are more than happy to help you with this process.