

Student Transcript and Records Requests

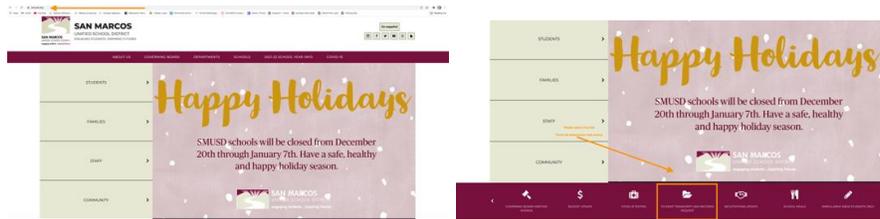
The Data Analysis Department at the district office provides all unofficial transcripts and student records from 1998 to present day electronically

Student Records are provided for a variety of needs such as income tax purposes, passport application and DACA applications.

Official transcripts can be requested by students/parents or guardians through www.parchment.com

For *official* transcripts and student records prior to 1998, students/parents or guardians will need to make the request from the high school sites (please see screenshot links below)

Accessing the Transcripts Request Page from www.smusd.org home page



Indications of the three different options from the transcripts/student records request page:

SAN MARCOS
UNIFIED SCHOOL DISTRICT
ENGAGING STUDENTS...INSPIRING FUTURES

En español

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TRANSCRIPT AND STUDENT RECORD REQUESTS

Unofficial High School Transcript Request

School offices are currently closed for Summer Recess. If you need an unofficial copy of your high school transcript, complete [this online request form](#). Please allow 24-48 hours (Monday through Friday) for your request to be processed. If you need an official copy of your high school transcript, you must submit your request through [Parchment](#).

Thank you.

To request your transcript for employment purposes, college/university applications, military enlistment, etc., please click on the school you graduated from, currently attend, or last attended.

- Mission Hills High School
- San Marcos High School
- Twin Oaks High School
- Foothills High School

For various types of student records (including Unofficial transcripts) from 1998 to present day
Para varias solicitudes de documentos estudiantiles (incluyendo constancia de estudios no oficiales desde 1998 al presente)

Click here to request your school records for:
Haga clic aquí para solicitar sus documentos escolares

DACA Application
Solicitud de DACA

Income Tax Purposes
Declaración de Impuestos

Foreign Passport
Solicitud de Pasaporte

For OFFICIAL transcripts
Para una constancia de estudios OFICIAL

For various types of verification and student records prior to 1998
Para varios tipos de solicitudes de verificación y documentos estudiantiles antes de 1998

Please call Melanie Fernandez (se habla español) at (760) 290-2993 for further assistance.