

FAQs Transcript Submissions to Colleges and Universities: Initial/Midyear/Finals

SRHS Senior and Recent Alumni (2022-2026)

Beginning with the class of 2022, the registrar has the capability to send transcripts electronically through Parchment.

Reminder for the current **class of 2026**, download and save an unofficial copy of your transcript for your records at the end of each semester. As a current senior, your PowerSchool access will end in June 2026.

FAQs:

I requested my transcript in Xello for a Non-Common app school and my college portal states that they did not receive my transcript from SRHS. How can I confirm that my transcript will be received by my university?

Please log into your Xello account. From your Student Dashboard, under Goals & Plans, click College Planning. Under College Applications, find the college you applied for. Under the Application Checklist you should find your Parchment ID. Share this Parchment ID with the admissions office of the college you applied to. **It may take up to 30-60 days for a transcript to be acknowledged as received from a college/university.** Please check both your student college portal and Xello portal for updates.

I requested my transcript to be sent to a Common App school and my college portal states that they did not receive my transcript from SRHS. How can I confirm that my transcript will be received by my university?

Please log into your Common App account. Your Xello Account should be connected to your Common App account. There should be indication that your transcript has been sent by SRHS in the Common App. Please remember, it may take up to 30-60 days for a transcript to be acknowledged as received from a college/university. Please check both your student college portal and Xello portal for updates. Your transcript may have been sent manually in addition to the Common App. Please check Xello for a Parchment ID to share with your college or university.

Example of a Parchment ID in Xello



University Of California-San Diego
La Jolla, CA

Request 1: Sent on behalf of student

Status:

Sent • Final transcript • Jun 9, 2025

Delivered • Final transcript • Jun 9, 2025

Parchment ID: LEC1WGA


How to communicate that SRHS has sent your transcript: Hi, I am (student name). My student number for _____ University/College is (recite university student number at this time, issued to you by your enrolling university/college). I am enrolling at your university and my high school submitted my transcript through Parchment. The Parchment ID is: (recite your Parchment ID, found in Xello, at this time).

****This script is also good to use for email. Copy and paste this into email and use your own personal information where the parenthesis are.***

I'm on the Parchment website and cannot locate SRHS. What next steps should I take?

Do not visit the Parchment site. You need to share the Parchment ID located in Xello with admissions. As mentioned above, please check Xello for a Parchment ID to share with your college or university. Share the Parchment ID with the admissions office of your university.

I never used Xello. How do I use Xello and its features?

 Student Xello: Directions for How to Request a Transcript (25-26)

I took a CCAP/MOU course through SRHS and Miramar College. Will SRHS be sending my Miramar transcript?

Scripps Ranch is unable to send transcripts outside of SRHS on your behalf. Please remember to request transcripts from any other schools or colleges you may have attended other than SRHS (Out of district, out of country, CBE through CTE courses, San Diego Community College District, etc.)

I will be attending school internationally after graduation. How can I prepare for this transition during my time at SRHS and before I leave California?

Begin communicating with the registrar during semester 1 of your senior year. Make a copy of your diploma when you graduate; do not give your international school your actual diploma. Request several physical copies of your transcript prior to leaving California. In April 2026, the following link will be available [here](#)

Please note the registrar cannot facilitate any notarizing of any documents, including providing their ID.

I will be attending a trade school after graduation. How does the transcript request process work?

You will need to request your transcript on the google form available in April 2026 [here](#). The registrar will reach out to you once your response has been received to arrange for physical transcript pickup.

I will be enlisting in the military after graduation. How does the transcript request process work?

You will need to request your transcript on the google form available in April 2026 [here](#). The registrar will reach out to you once your response has been received to arrange for physical transcript pickup. It is suggested that you keep copies of your transcript while enlisting .


I am a former student of SRHS, (class of 2020-2025) and I need my transcript submitted to my prospective universities. Where do I begin?

Please request at least two weeks ahead from your deadline. It is highly recommended to use our google form: [Alumni Transcript Request Form](#). [needmytranscript.com](https://www.needmytranscript.com) is another service that can request your transcript directly from SRHS. Please use the registrar's current email address: jlamar@sandi.net as the recipient.

I graduated from SRHS and I am attempting to login to PowerSchool. My access has been denied. How can I get access to the forms?

Once you are no longer attending Scripps Ranch HS and your PowerSchool has been deactivated, you will need to clear the cache and cookies from your browser in order to request transcripts and access various other links.

Helpful Information

- **Class of 2026, enter your personal email address into Xello prior to graduation for easier access to request transcripts and keep track of your college application process.**
- SDSU processing: If your transcript does not appear in your SDSU student portal after you confirm your transcript has been sent in Xello through Parchment, please contact Taylor Britt at tbritt2@sdsu.edu.
- When speaking with admissions about your high school transcript, always mention Parchment and not Xello. Always provide the Parchment ID that is in your Xello account once you confirm that SRHS has submitted your transcript.
- Reminder: Download an unofficial copy of your transcript for your records at the end of each semester. Class of 2026, your PowerSchool access will end in June 2026.
- **Important Websites:**
 - [Xello](#)
 - [Alumni Transcript Request form 2020-Current Graduating Year 2026](#)
 - [Common App](#)
 - [Transcripts | San Diego Community College District](#)
 -  [Student Xello: Directions for How to Request a Transcript \(25-26\)](#)
 - [SRHS Class of 2026 Final Transcript Request Form](#)

–Registrar’s Office