



K<sup>12</sup> International Academy

## Request Official Transcript Process

Requests for official Upper School K<sup>12</sup> International Academy transcripts are fulfilled through Credentials eScrip-Safe, a leading company in secure transcript delivery.

- You may choose electronic or paper delivery.
- You may choose to have your transcript sent after grades are posted for the current semester.
- Electronic transcripts are sent immediately upon approval, receipt of signed Consent Form, and release by K<sup>12</sup> International Academy (**delivery in three business days or fewer**).
- Paper transcripts are mailed within 24 hours of approval, receipt of signed Consent Form and are sent via selected delivery method (**delivery in about 5–7 business days within the U.S.**).
- Credentials eScrip-Safe will email you automatic, continuous status updates for each request.
- Access the Credentials eScrip-Safe site here: [www.iwantmytranscript.com/k12](http://www.iwantmytranscript.com/k12)
- Transcript fees will vary depending on the delivery method selected, as well as other charges that may apply.
- You will need your K<sup>12</sup> International Academy student ID number to create a login with Credentials eScrip-Safe in order to request official transcripts. Your student ID number can be found in the Totalview My Info area in the Online School.
  - Students that have withdrawn from the program should confirm their ID number by reviewing previous transcripts or contacting the Admissions Office directly.
  - Review the [Video Tutorial](#) on locating student ID, creating an account, and placing an order
- Two official transcripts are mailed after all credits for graduation have been fulfilled. These transcripts will be mailed in a package along with the diploma.
  - A graduation package will not be sent if there are outstanding balances or incomplete records on file.
- If you have an outstanding balance with K<sup>12</sup> International Academy preventing the release of your transcript, you will receive an email from eScrip-Safe, letting you know there is a hold. If you are unsure of the status of your account, contact the Billing Office (703.483.7161) before ordering a transcript.

## **Cost and delivery time**

Transcript fees vary depending on the delivery method selected, as well as other charges that may apply:

### Transcript Cost

- Electronic and Paper Option- Cost: \$10.00
- Two Day Expedited Processing- Cost \$15.00
- One Day Expedited Processing- Cost \$18.00

### Delivery Cost

- US First Class Mail (International) - \$2.10
- \$30.00 - Next Day Air
- \$60.00 - Worldwide Expedited

**Questions:** Contact Credentials eScrip-Safe via email at [todsupport@scrip-safe.com](mailto:todsupport@scrip-safe.com) or via phone at 877.334.4062 (Toll-free Monday – Friday from 8 am – 8 pm Eastern)

*\* Credentials eScrip-Safe is FERPA-compliant and follows all federal regulations for the privacy of educational records.*