

Foothills Middle School

California Distinguished School

171 East Sycamore, Arcadia, California 91006

(626) 821-8363

Fax (626) 303-7983



Transcript request policies & charges

Please read through this entire page before making any requests for a transcript.

What's Included: The transcript of your official permanent academic record includes all work ever done at Foothills Middle School. The transcripts also include the courses you are currently taking, if the transcript is being processed in the middle of an academic school year. Transcripts do not include teacher comments, citizenship and work habit grades. The G.P.A. on the transcript is a calculation of all grades received in Semester 1, Semester 2. For any year long courses, the G.P.A. includes grades received in all 4 terms. (For example: English 8 is a year long course so all grades earned during Quarter 1, 2, 3 and 4 will be calculated into the final G.P.A. in the transcript).

Normal Service: Transcripts will normally be sent (or be ready for pickup) within 5 business days after receiving the request. Always get your request to us as early as possible to avoid delays, extra charges, and possible disappointment

Delivery: Normally, hard copy transcripts are sent by USPS first-class mail. Please submit a **stamped envelope to the office**, when making your request online. Foothills cannot assume responsibility for mail not delivered to its intended destination.

Charges and Payment: There is a basic charge for each transcript copy (see below). Appropriate payment for all charges is required with the request. Transcript requests will not be fulfilled until payment has been received. Please make checks payable to Foothills Middle School or you may pay cash to Ms. Herrera at the front office. Upon receiving confirmation of payment, the request will be processed.

How to Request: Please go to <http://counseling-k.fh.ausd.net> and click on the link called "Transcript Request Form". Please complete and submit your transcript request when you know that all the grades you are expecting have been posted. You can do that by checking your grades in PowerSchool. The semester grades that are posted on PowerSchool are the grades that will appear on your transcript.

Charges:

- The first 2 transcripts No charge
- For each extra copy delivered or picked up \$5.00

Further Questions: If you have any further questions, please contact Mrs. Oh at eh@ausd.net or Ms. Herrera at vherrera@ausd.net.