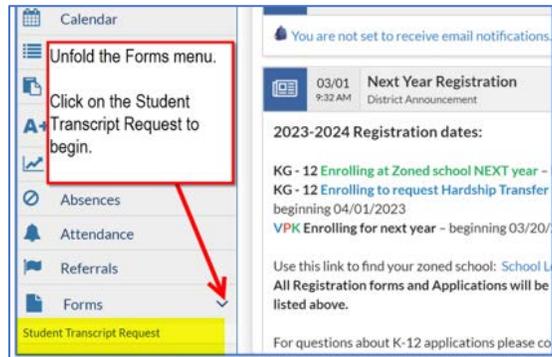# Student Request Transcripts Sent Through FASTER

- Log into your Student portal on the FOCUS system.
- Click the arrow next to FORMS on the left-side menu and select the Student Transcript Request.

1. Enter the schools you are requesting a transcript be sent to.
2. Click to electronically sign your form.
3. Scroll to the top of the screen and click "Submit Request".

- Your school's Registrar will process the request.
- To check the status of your request, go to the form and choose "History".