**To request your Transcript, please follow the direction below:**

**College Purpose:**

* **Login to your** [**xello**](http://hslinks.stocktonusd.net/) **( username: Stk-Perm ID) account on SUSD Website, if you need it to be sent to colleges.**
* **Go under your student dashboard, then Goals and Plans, College Planning, and click on College Applications**
* **Select the institution and create your College Application.**
* **You will find transcripts under Application Checklist and click request.**

**In Person:**

* **Provide Perm ID, First & Last Name, Birthday, and the institution email you are applying for.**

**Unofficial Transcript:**

* **You may directly email your counselor.**
* **Email:** **pamelarobinson@stocktonusd.net** **Avid All Avid Students**
* **Email:** **mjamerson@stocktonusd.net** **9th Last Name: A-L**
* **Email:** **ssalgado@stocktonusd.net** **9th Last Name: M-Z**
* **Email:** **aduran@stocktonusd.net** **10th-12th Last Name: A-Che**
* **Email:** **hprieto@stocktonusd.net** **10th-12th Last Name: Chh-G**
* **Email:** **cavila@stocktonusd.net** **10th-12th  Last Name: H-L**
* **Email:** **kbowen@stocktonusd.net** **10th-12th Last Name: M-Pa**
* **Email:** **sballardo@stockktonusd.net** **10th-12th Last Name: Pe-Sm**
* **Email:** **mmoreno@stocktonusd.net** **10th-12th Last Name: So- Z**

**Official Transcript for all other purpose beside college:**

* **Email CCHS Registrar** **ivargas@stocktonusd.net**
* **Include your Student ID, First & Last Name, Birthday, and current email**

**You may request for a transcript one year after graduating at the school site. If it’s more than a year you must contact the Child Welfare & Attendance for your transcript (209-933-7020).**