

Attention Seniors! How to request your transcript to be sent.

Option one:

This is the fastest option. By using the Michigan e-Transcript Method you will request your transcript to be electronically sent to the destination of your choice. There is not a fee for this service. Rather than waiting weeks for your transcripts to process through the mail. Why not utilize this *fast service* that is the recommended way to request your transcripts to be sent.



Instructions to request through Docufide: Michigan e-transcript

- 1. Go to the Bedford high school website. Go to the counseling department and you will see the following message displayed:**

<https://securetranscript.docufide.com/admin?senderpkid=am0pp>

The link above provides you with the ability to request transcripts through Secure Transcript. Transcripts requested online are sent securely to the colleges, universities, or scholarship funds that you select. You may track your request online, and you will also receive an email notification when we approve your transcript request, and again when your transcript is mailed (or delivered electronically, based on the delivery preference of the destination that you selected).

- 2. After you click on the link you will reach the Docufide: Michigan e-transcript where you will have to register and create a user name and password to use the site. You will see the following message:**

Option two:

If you do not have online access or you are filling out a paper application you may request your transcripts to be sent through the counseling office. Please allow up to 3 weeks once it is requested and sent from the Counseling office for it to be processed at the college. This is a much slower version to have your transcripts get to where they need to be but, it is available if needed for those who do not have access to the internet. Transcript request forms are available in the Counseling office. The forms are for paper copies to be sent by mail only!

Most colleges want your official ACT scores sent directly from ACT.





Questions and Answers about DOCUFIDE: Michigan E-transcript

Q. What is Secure Transcript™?

A. It is a revolutionary new service that automates the ordering, processing and delivery of student transcripts for both secondary and postsecondary education. Secure Transcript gives students online convenience, saves school registrars time and effort with a web-based workflow management tool, and provides consistent, secure transcripts to receiving institutions.

Q. How does the service work?

A. A student at a participating high school links to Docufide's website, enters personal information and selects a password, then chooses where they want to send transcripts, and pays for the service. These transcript requests are made available electronically to the high school's administrator, who approves the requests and uploads student transcript records electronically to Docufide. Docufide then delivers official transcripts, electronically or on paper, according to the receiving college's preference. The student receives email confirmation when the transcripts are sent, and If delivered electronically, when received as well.

Q. When are my transcripts sent?

A: Docufide sends transcripts to receiving institutions when schools approve the order and upload the transcript records to Docufide. This usually takes from one to three business days. We notify the student, via email, as soon as the school has made the student's records available to Docufide. Docufide sends electronic transcripts immediately. Mailed transcripts are typically sent within one business day.

Q. Are student signatures required?

A. While signatures are typically required to release transcripts to students, they are not required for transcripts being sent to colleges in which the student may enroll or scholarship funds that may consider providing aid to the student.

Q. Why should I use Secure Transcript?

A. Your school has adopted Secure Transcript to give you the convenience of ordering transcripts online and the security of confirmation by email. Also, your school saves staff time and postage costs, and the colleges you select receive the transcript format they prefer.

Q. Are electronic transcripts official?

A. Yes. All transcripts sent by Docufide are official transcripts. Your school has legally appointed Docufide as their exclusive "agent", allowing us to send official school transcripts on their behalf. We only send electronic transcripts to those colleges who specifically ask to receive transcripts in that format.

Q. What do I need to order my transcripts online?

A: All you need is an email address.