

E-transcripts / Docufide

What is E-transcripts / Docufide?

Docufide is a national service provided by the state of Indiana that allows students to send their transcript to any college or university in the United States electronically.

How does it work?

Students sign into Docufide to request that a transcript be sent to one or more colleges. Docufide sends an electronic request to FHS. Mrs. Miller confirms that your transcript may be sent and Docufide sends it electronically to the colleges selected. If your college requires any type of high school report or counselor report, an electronic copy accompanies the transcript request. You will receive a confirmation email from Docufide when Mrs. Miller confirms and sends your information.

What do I need to do?

Go to www.docufide.com.

1. Select the blue tab on the left titled "Students and Parents". Choose "Register with Docufide".
2. Enter "Fremont High School" in the high school name field and select "Search".
3. Choose "Fremont High School" from the list that follows and click on "Continue". **Be sure to choose Fremont HS, Indiana NOT Fremont HS, Michigan.**
4. At "Confirm Your High School", select "Currently Enrolled" up until July 1, 2010.
5. Next, you will be asked to submit your social security number and/or student number. Both of these fields may be left blank. The Guidance Office will not need either of them to confirm that you are/were a student at FHS. Click "Save and Continue".
6. Enter your personal information in the yellow fields and select "Continue".
7. Read the next section carefully and choose whether or not you wish to waive access to the reports submitted by FHS.
8. Next, enter your email address and choose a password. You may also choose optional services that are available.
9. You should receive an email from Docufide within fifteen minutes. Confirm your information by clicking the link found in the email. Once this step is complete, you may order transcripts. If you don't receive the email, check your junk email folders or spam files and make sure you allow emails from docufide.com.

Now what?

- Once your school has sent your transcript electronically, you will receive confirmation by email from Docufide.
- Depending on the time of year, **it can take colleges up to six weeks to process transcripts and confirm receipt to applicants.....even electronically.** If you have concerns about delivery of your transcripts, contact Docufide at customerservice@docufide.com. Contact Customer Service if you do not receive a confirmation email from them after placing an order.