HUMANITIES AND SCIENCES ACADEMY OF THE UNITED STATES, INC.
INTERNATIONAL COMMERCE SECONDARY SCHOOLS, INC.

Phone: (800) 762.0010 www.humsci.org Fax: (800) 762.1622

How to Request Official High School Transcripts

Students and graduates can request an official high school transcript through the school's web site. Most colleges, universities and training programs require official transcripts be sent directly from the high school. Transcript requests are processed through Parchment at no cost to our students. Parchment requests are typically processed within 1-2 days.

Please follow these directions to request an official transcript:

1. Log in to the school website: www.humsci.org
2. Select "Alumni" from the top menu options.
3. Scroll to the bottom of the page and select "Order Records".
4. Create a "New Learner Account".
5. Follow directions to create a profile.
6. You will receive an email from Parchment verifying your account has been created.
7. Log in and order transcripts (you have the option to send electronically or to have them mailed).

If you have any questions or need assistance, please call **480-317-5900**.