

**Seniors who need official transcripts sent electronically to colleges and received SAT or ACT fee waivers are eligible to receive a Docufide fee waiver for up to 4 transcripts.**

If you qualify for free or reduced lunch, read further to find out about the Docufide Fee Waiver Process.

1. Sign on to [www.docufide.com](http://www.docufide.com)
2. Click on “Order Transcripts”
3. Enter your E-mail address and password.  
If this is your first time requesting a transcript from Docufide, you will need to set up a profile by clicking “New to Secure Transcript?”
4. Once you have set up a profile, contact Bertha De Alegria in Guidance to get approval for your fee waiver. Please bring your letter from food services stating that you are on the free or reduced price lunch program. There is a maximum of four transcript fee waivers.