

# GENERAL TRANSCRIPTS

## HOW TO REQUEST TRANSCRIPTS

- **CURRENTLY ENROLLED STUDENTS** may request transcripts directly from the school Registrar's office. Fill out a request form in the records/reception office. It will be available for pick up or mail out by the next day. This process may take 7-10 days for colleges to receive it.

\*\*\*\*\*At this time, this option is not currently available\*\*\*\*\*

Please email Mrs. Christina Mooney at [Christina\\_Mooney@chino.k12.ca.us](mailto:Christina_Mooney@chino.k12.ca.us).

\*\*A School identification card with photo must be presented with each request.

**Official**-Official transcripts are generally needed to apply to college, graduated or transfer high schools, or in some cases to apply for employment. Transcript includes all academic high school accomplishments, including classes taken, dates classes were taken, and grades received. Official transcripts are validated by the issuing school confirm authenticity. Official transcripts contain the WASC accreditation stamp, date of graduation, Registrar's signature, and may include an embossed or raised seal. Transcripts are enclosed in a sealed envelope to prevent tampering or are submitted via <https://www.parchment.com/u/registration/5766/account> to the college or institution requested.

- **Unofficial**-Transcript contains identical information as the official transcript, however, does not contain the raised seal nor is enclosed in a sealed envelope with the stamp to prevent tampering.
- **ALUMNI\*** may request transcripts directly from one of the following:
  - \*Students become alumni August 1 of their graduation year
  - Chino Valley Unified School District's (CVUSD) Office of Student Support Services  
<https://www.chino.k12.ca.us/Page/17349>
    - For official transcript request of students within the last two years of graduation, please see Parchment-eTranscripts below.
    - For official transcript request of students beyond 2 years of graduation contact Student Support Services  
<https://www.chino.k12.ca.us/Page/17349>
    - There is no fee for transcripts provided by the District.
    - Transcript request is mailed within five business days.
  - \*\*A government issued photo identification card or student identification card with photo must be presented with each request.
  - Parchment-eTranscripts—Parchment is a third party digital transcript delivery service which provides transcripts expeditiously via a secure online network to the destination requested by the student/alumni. Schools within the Parchment network, such as colleges and institutions, have a preferred delivery method to easily and securely receive transcripts. Orders may be tracked throughout the Parchment process through your account at Parchment.com
    - Parchment provides one free unofficial copy to download
    - Nominal fee of \$3.95 per eTranscript
  - Transcript request is fulfilled within five business days. Parchment will resend transcript one time free of charge, if a reasonable amount of time has passed.
  - \*U.S. mail typically requires up to seven business days for delivery. If you have an immediate deadline, it is recommended to use Parchment.

<https://www.parchment.com/u/registration/5766/account>

\*Students become alumni August 1 of their graduation year