

## Parchment-eTranscript

Ordering an official transcript through Parchment is safe, fast, and secure!

Senior Transcripts may be requested starting May 8<sup>th</sup>.

Please take note that transcript will be sent when requested **UNLESS** "Hold for final grades" is selected to include Spring 2023 semester grades.

Final transcripts will be processed beginning **6/5/2023**. We are unable to process any earlier dates requested.

\*\*Transcript request is fulfilled within five business days.

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

- Parchment provides one free unofficial copy to download
- Parchment charges approximately \$4.00 per transcript
- Please contact Records clerk, Mrs. Lisa Billings at: [Lisa\\_Billings@chino.k12.ca.us](mailto:Lisa_Billings@chino.k12.ca.us) if you have any questions regarding Parchment.com.

**Tip:** Watch the YouTube Parchment Video for detailed audio/visual instructions.

<https://www.youtube.com/watch?v=iCHdokyTQA>

**Tip:** If you have an immediate deadline, it is recommended to use Parchment.