

Transcript Requests - Current Students and Graduate

Applying to Community Colleges, Colleges, and Universities, please use [Parchment.com](https://www.parchment.com) to send official transcripts.

INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ELECTRONICALLY

Ordering your high school transcript on [Parchment.com](https://www.parchment.com) is fast, easy, and secure. - You may track the entire process on your account from the website. Parchment offers a user **guide** and a **tutorial videos** that explains how to order high school transcripts at: Support.Parchment.com

Benefits (University Preferred Method of Receiving Official Transcripts):

- * **Email verification:** You will receive an email confirmation when your requested official transcript has been approved by CWA and sent electronically to the college or university and a second email from the university when your transcript has been received.
- * Fully Secure and FERPA-compliant.
- * Track the Status of your official transcript sent electronically from your account.
- * Request your transcript anytime from home 24/7.

One easy step to get started:

- * Sign in or Sign-up for your account on www.parchment.com - (Use Personal Email Only)
- * **NOTE**– Select yourself as a Coldwater Academy High School Student with your graduation year.
- * USE your LEGAL NAME.
- * Complete: My Parchment Account Information & Password.
- * My Opt-In Preferences: (optional)
- * Select your college/university from the “**Transcripts**” tab.
- * Next pay your fee of \$4.15 to Parchment.

Important

- SELECT **HOLD FOR GRADES** FOR LATEST SEMESTER TO BE ON THE RECORD.



Other Parchment Options:

- * Request a personal unofficial transcript anytime. *No fee.*
- * Send your transcript directly to a college coach or to many scholarship programs available on parchment.



For questions contact, Ms. Hueitt, Registrar 623-932-7000 ext. 7140
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