

HOW TO ORDER AN OFFICIAL TRANSCRIPT

Park Vista High School has teamed up with Parchment to send your transcript securely, accurately and confidentially to any College, University or Scholarship. You can even send one to yourself at home!

REGISTER

1. Go to: www.parchment.com/u/registration/195267/account
2. Complete the registration form by answering the questions

PLACE AN ORDER

1. Select your **destination**.
 - *You can search for a destination, or enter a mailing or email address manually
2. You'll land on the **Order Details** page.
 - *Choose Send Now or Hold for Grades from the drop-down menu.
 - *To send your transcript to another destination, click **+Add Another Destination**.
 - *Your total charges appear on the right side, and include any shipping fees.
 - *Click **Save & Continue**.
3. Review your order. To make any changes, click **Edit Order**. Otherwise, click **Continue**.
4. You are now on the **Provide Consent** page. If you've provided consent previously, you may not have to do anything here.
5. Click **Save & Continue**.
6. You will make a payment, if applicable (we accept Visa, Mastercard, Discover, and American Express). Enter your payment and billing information and click **Checkout**.

What happens next

1. Your request lands in your school's Parchment account and they will review your order.
2. Once your school approves and processes your order, we will send your transcript.
3. Transcripts will not be processed on weekends and school holidays
please plan in advance.