

How To Get An Official Transcript

1. Parchment Services

- a. Students can have their official transcripts sent to their homes or directly to colleges or other recipients. Student simply follow the link, complete the request, pay fee per transcript and then Parchment Services will send your official transcript on your behalf. (must have no fees with ASB for transcript to be released)
- b. <http://www.cameras.wednet.edu/request-for-transcripts/>

2. Paper Copy (CHS)

- a. A student can request an official transcript from CHS. Student will complete their request with our CHS Registrar (located in the main office)
- b. Student will pick up the sealed official transcript, address the envelope, apply the postage and mail the document to the respective locations.

3. CHS Assigned Counselor

- a. If students are applying to colleges using an online application system (Common Application, SendEDU, ect.), a student can input their assigned counselor's information and once received the counselor can upload on your behalf:
 - i. Campus Profile
 - ii. Official Transcript
 - iii. Class Schedule
 - iv. Letter of Recommendation (will need background information paperwork completed before this can be complete.