



Charter Oak Seniors

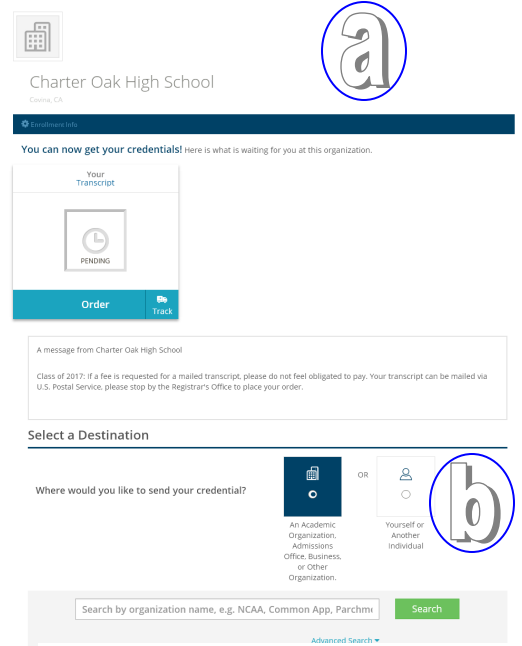
Electronic Transcript Ordering Guide



1

Register at parchment.com/register

- Enter your personal registration code from the Registrar's Office



2

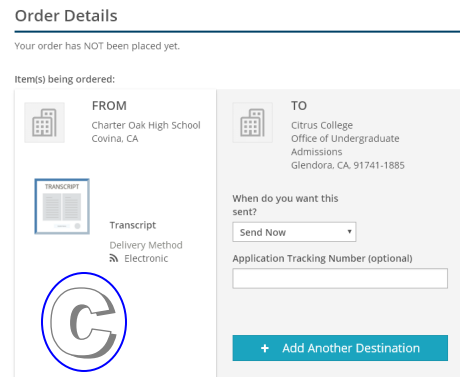
Request your transcript

- From your account click the ORDER button
- Select a destination
- Choose either:
 - ⇒ *Send Now to send transcripts immediately*
 - or
 - ⇒ *Hold for Grades to have transcript sent after the next grading period*
- Provide consent

3

Track your transcript

- Log into your parchment account
- Click **Orders** in the navigation bar to check



Please stop by, email, or call the Registrar's Office if you have any questions.

(626) 915-5841 ext 30220

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