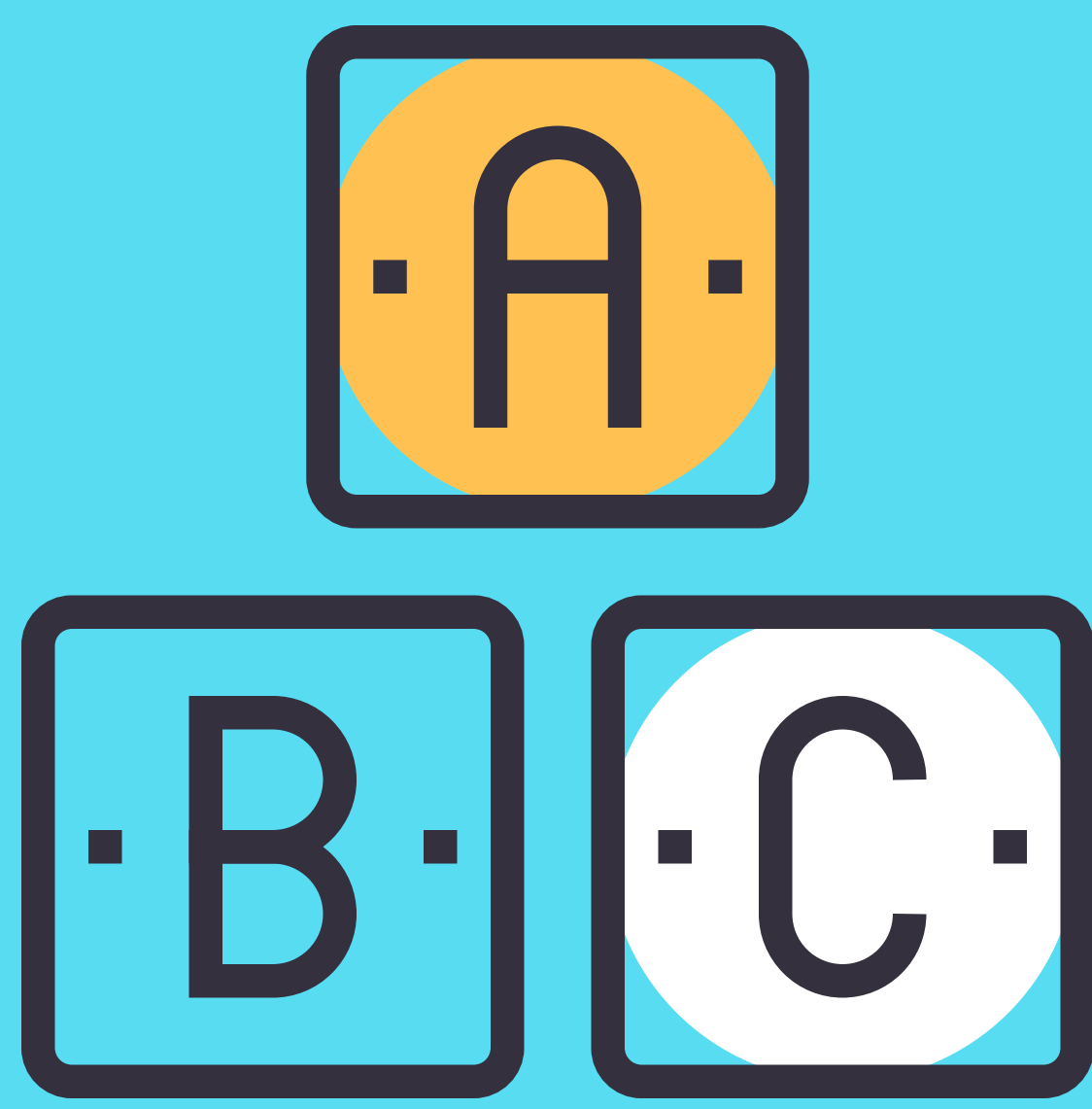


How to Request a High School Transcript

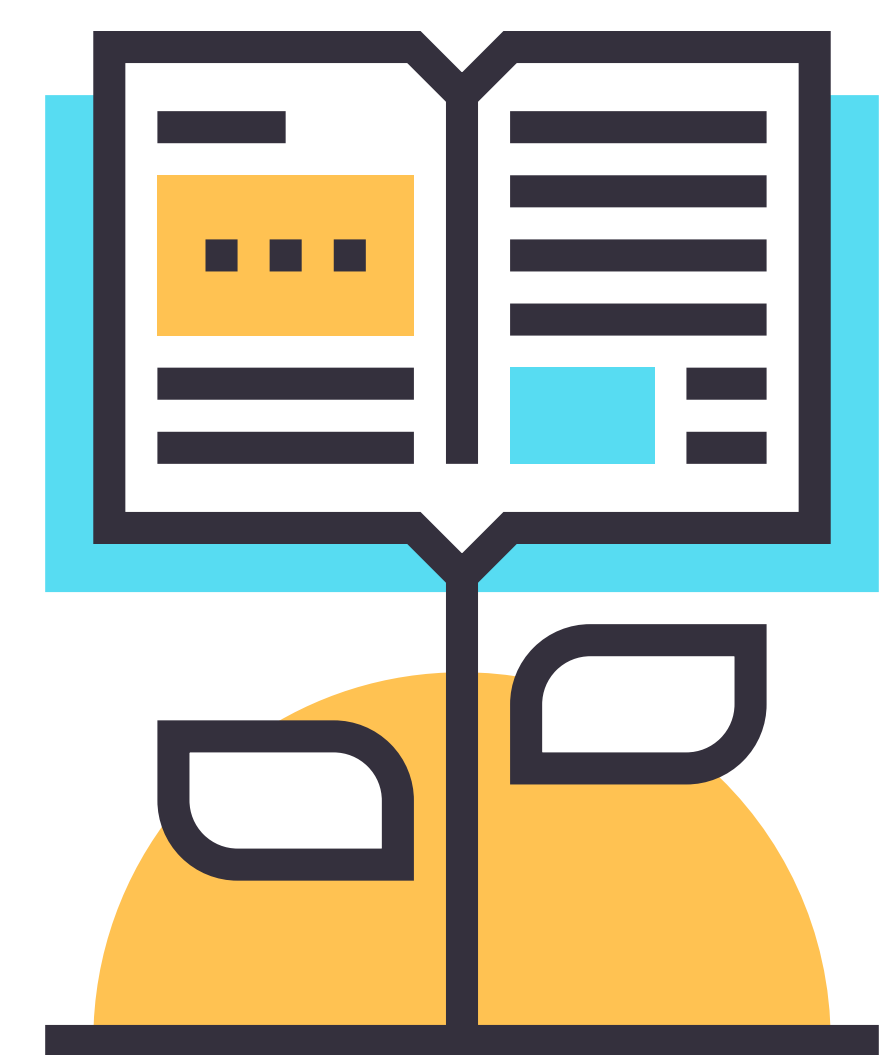
CALIFORNIA CROSSPOINT HAS PARTNERED WITH PARCHMENT TO ORDER AND SEND THE HIGH SCHOOL TRANSCRIPT SECURELY.

GENERAL GUIDELINES

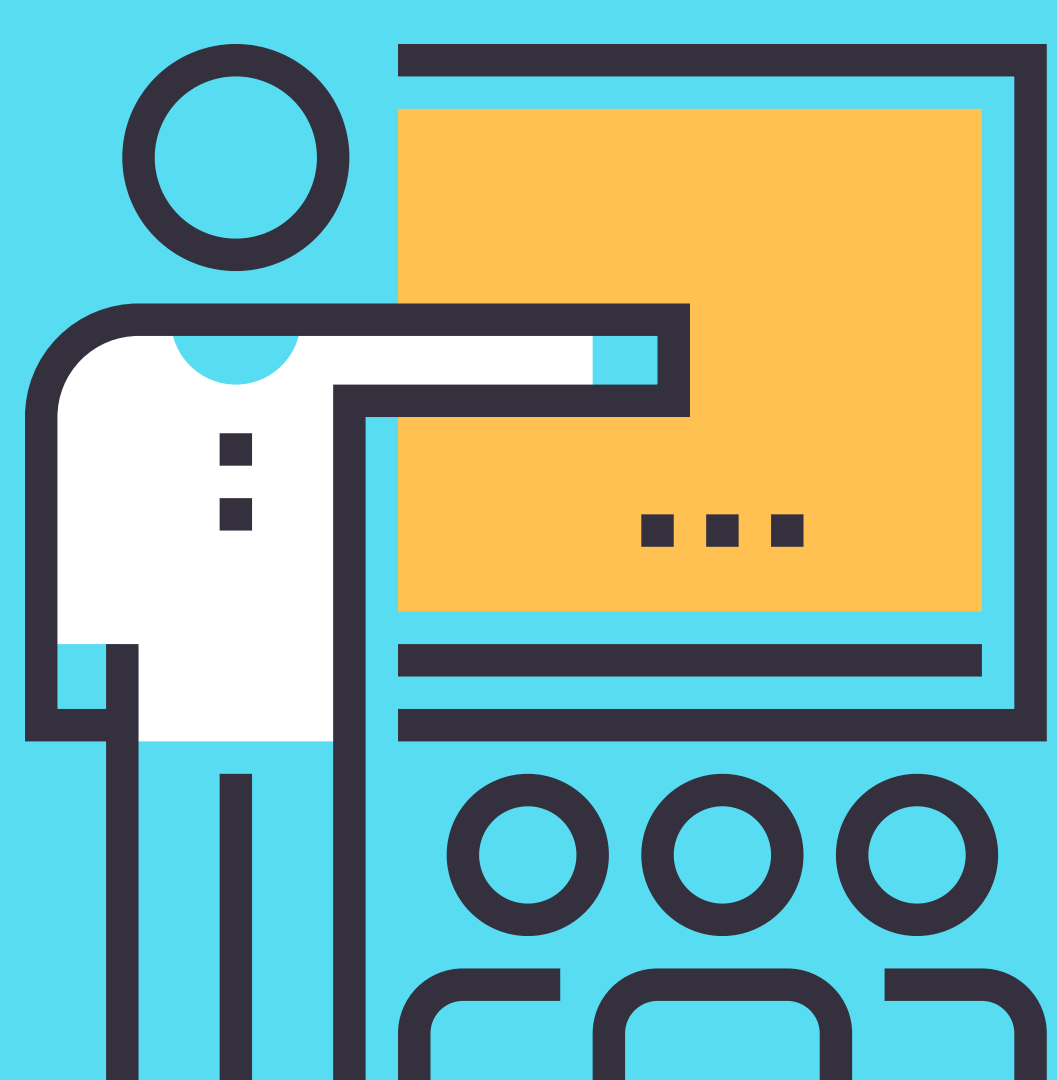


- Transcript requests will take 3-5 business days to process.
- Requests needing to be filled in less than 36-hours must be communicated after placing the order. Send an email to: carolwong@crosspointacademy.org

- Requests for a transcript need to be made through Parchment.
- A \$10 fee will be charged, paid at the time the order is placed.
- Additional fees will apply if the mailed transcript is sent overseas.



STEPS FOR REQUESTING AN OFFICIAL TRANSCRIPT

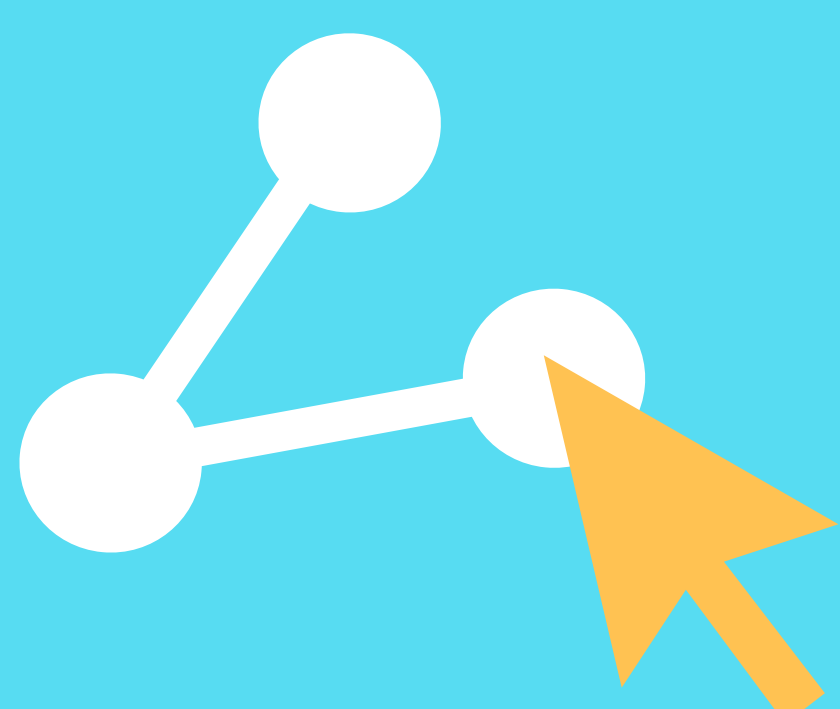


- Create an account on Parchment.com.
- Log on as a "Learner" on Parchment.com.
- To add the school you attended, search for "California Crosspoint High School".

- Enter the code from the email confirmation.
- See video below for ordering instructions.
- The requester has the option to have the transcript sent electronically or through USPS.
- The requester is responsible for the accuracy of the destination address or email address.



QUICK BYTE - PLACING AN ORDER ON PARCHMENT



https://www.youtube.com/watch?v=0AkFD74iZ_k

