

# **FOUNTAIN VALLEY HIGH SCHOOL**

## **HOW TO ORDER A TRANSCRIPT**

All transcript requests will be processed through Parchment.

Go to [www.parchment.com](http://www.parchment.com) and create an account.

Detailed instructions and videos are on the Parchment website.

Complete the information requested.

Choose a password (you'll need an email address, so parchment can communicate with you).

Select Destination: Academic Institution, etc.

Processing Time: *current students only*

Select Now or Hold for Grades: You should select Hold for Grades if you want to wait until your next semester grades are in before having your transcript sent.

Pay on-line fee.

You are done.

The Parchment website is easy, it's secure, and it's open 24/7.