

Good Afternoon Seniors!

I am sure you are very excited about starting your next chapter.

I wanted to clarify a couple of things about Final Transcript Requests. Please be sure to fill out the [Final Transcript Request Form](#) . It is very important that your college receives your final transcript by their required deadline.

You may be thinking, do I want to send a hard copy that ends up in a mailroom somewhere...Or do I want to have it sent electronically via [Parchment.com](#) ?

Parchment is an electronic transcript service. They charge a small fee, but it is worth the piece of mind. Your transcript is sent electronically to your college, and they receive it automatically. You also get an email confirmation when it is sent, and an email confirmation when the school uploads the transcript. Here is information about how to set up an account with Parchment. [Place an Order using Parchment.com](#) THIS PART IS VERY IMPORTANT...***If you do choose to use Parchment.com, be sure to indicate that you want to "HOLD FOR GRADES", because grades will not post to the CCA transcript until June 19, 2020.*** After setting up your account, you'll land on the [Item Details page](#) where you will:

- Select Processing Time - default option is to Send Now,
 - if you would like to wait until your next grades are in before sending your transcript, select Hold for Grades from the drop-down menu.

If you do choose to send your transcript via USPS, keep these things in mind:

1. Be sure to put the complete address on the form. It should look like this
UCSD
Admissions Office
12345 Cherry Lane (I'm making this up)
La Jolla, Ca 92093
2. If your school is out of the country, you must go to the Post Office with the address, and get a prepaid envelope with postage affixed, and then bring that envelope to the school. If you are an on-campus learner, you can bring it to student services and leave it with Ms.Margiotta or myself. If you are an online learner, please leave it with the receptionist in the Admin office, across from the theatre. Make sure you have your name on it somewhere.

Thanks, everyone! I appreciate your attention in making this happen. Good luck and have fun these last few weeks of school.

Mrs. Nancy Benbow
Registrar