



24/7 Online Transcript Ordering Now Available with Parchment

The Jefferson Union High School District has partnered with Parchment as the service provider to process all JUHSD transcript orders online. Its service delivers automated processing of official academic transcripts where current, former and alumni students have the ability to access this web ordering service in obtaining their official academic transcripts.

Fee Structure

- o There is no transcript fee for current students for electronic copies. Additional fees apply for paper copies.
- o Alumni - \$5.00 for electronic copy | \$7.00 for hard copy

How to Order a Transcript

Click on the link below to order your transcript.

[Oceana High School](#)

1. Register

- o Click the registration link in the email from your school; or
- o Go to parchment.com/register and enter the registration code provided by your school; or
- o Go to parchment.com and sign up manually
- o Complete the registration form by answering a few short questions

2. Order

- o In your parchment.com account, click *Dashboard*
- o Click *Order* on the Transcript tile
- o Search for the destination that you want to send your Final Transcript. Click on the name in the list
- o Submit payment, if necessary
- o Wait for confirmation

3. Track

- o Log in to your parchment.com account
- o In the top navigation bar click *Order History*
- o Click on the order to view its status

If you have any questions please contact Criss Galea, Oceana Registrar cgalea@jeffersonunion.net