

# HOW TO ORDER OFFICIAL TRANSCRIPTS FOR COLLEGE

[12th grade information website link](#)

*First, determine which type you need. It may be a mix!*

## TYPE 1

## COMMON APP SCHOOLS

**Step 1:** Create your Common App account. Ensure each school is listed on Common App under the “My Colleges” section.

**Step 2:** Students must purchase transcripts by going to [My School Bucks](#).

**Step 3:** Counselors will verify purchase & upload student transcripts along with a School Report via Common App, if required.

Mid-Year Reports/transcripts will be sent by counselors in Late January/Early February. Final reports/transcripts will be sent in June.

## TYPE 2 DIRECT TO INSTITUTION

AKA “Non-Common App Schools” ex. LCAD

**Step 1:** Check on admissions page to determine how the school wants the official transcript sent.

**Step 2:** If Parchment, order your transcript on [Parchment.com](#)

If school does not need official, you can download your transcript via Aeries and upload on your own

## TYPE 3 CAL STATE & UC, COMMUNITY COLLEGE

*CSU & UC do not typically require transcripts at application, but may request one at the Mid-Year. Final Transcripts must be purchased through Parchment*

**Step 1:** Check email regularly for requests from CSU/UC Admissions.

**Step 2 :** Order your mid-year and/or final transcripts on [Parchment.com](#)

**Questions? Contact your counselor.**