



ORDER OFFICIAL TRANSCRIPT(S)

It is your responsibility to order/request your official transcript to be sent to the colleges you are applying to by the application deadlines. Please note: Transcript orders may take a few days to process. Be sure to order them well ahead of the deadlines.

1. **Transcripts for Common Application Schools** - For any Common Application Schools you are applying to, your counselor will submit a transcript on your behalf as long as you inform them of your application.
2. **Transcripts for SENDeDu** – For colleges who utilize SENDeDu, ask your counselor to send in a transcript on your behalf. The counseling office must have your FERPA Waiver online.
3. **Transcripts for all other Colleges** – For all other colleges (non Common Application schools or SENDeDu), you may order, track, and send your transcript via www.parchment.com. You will need to set up an account and indicate where your transcript needs to be sent. There is a cost. You may also see the PHS Registrar to request that they send a transcript on your behalf. Please allow two working weeks for processing.
4. **Transcripts for UC and CSU** –These universities **DO NOT** require you to submit a transcript with your initial application. The CSU and UC colleges will accept your self-reported course history and grades on your application and will notify you via email at some point in the application process when they would like you to send your transcript. It is important to check your email account consistently throughout the application process to ensure you are providing the college with the information they request.