

Alumni Transcripts

Allow 3-5 school days for processing

(Current students stop by the Registrar office in Student Services North)

Requests may be:

- Ordered on line
- Mailed to the Registrar
- Walked-in

*** NOTE:** Per Federal law, if you're 18 years old or older your parents cannot request your transcripts. Parents can pick up your transcript ONLY if you've faxed, emailed or mailed a written note to the Registrar authorizing your parent (name) to do so. This note requires your signature and a copy of your driver's license or other identification showing your picture.

1) Online orders:

<https://cphs-falcons.myschoolcentral.com>

2) Mail orders:

Send a money order payable to CPHS for the amount of \$5 to College Park High School, 201 Viking Drive, Pleasant Hill, CA 94523 Attn: Registrar Office. No personal checks please.

3) Walk-in orders:

Fill out Transcript Request located outside the Registrar's office and pay the \$5 fee. No personal checks please. Transcripts will be mailed to the address provided or be available for pick up within 3-5 school days.

- **Note ~ you are responsible for the correct address**