



How to order your transcript Online:

1. Please visit the Monterey website.
2. Under “I WANT TO...” at the top, click on “REQUEST A TRANSCRIPT”
3. Click on PARCHMENT WEBSITE - toward the bottom you should see a link to parchмент.com as well - either one works.
4. Once you are on Parchment, click on NEW LEARNER ACCOUNT.
5. Scroll down, enter all your information, then SIGN UP.
6. You will receive a Verification Code.
7. Enter your Verification Code.
8. Now, you are ready to place your order to send your transcript to; Yourself, Colleges, Universities, Employment Agencies, and etc.
9. Track your records to make sure your ordered transcripts have been received, and downloaded. If there is any problem, you can contact PARCHMENT.COM directly or contact Monterey’s office.

PLEASE see screenshots on the next slides to help walk through the visual process

Hover on "I want to" and click "Request a Transcript"

Contact a Teacher

Report My Students Absence

Request a Transcript

Transfer My Student To Monterey H.S.

Sign In

TRANSLATE ▾

SELECT A SCHOOL ▾



MHS Graduation 2022

You'll be redirected here

HOME

SCHOOL INFO

ACADEMICS

PARENTS AND COMMUNITY

I WANT TO...



MONTEREY
HIGH SCHOOL

Sign In

TRANSLATE ▾

SELECT A SCHOOL ▾

Home > I Want To... > Request a Transcript > Request a Transcript

Click here



Request a Transcript —

Request a Transcript

The first time you visit the [Parchment website](#), a one-time account set up is required.

During the registration process, you'll be asked for your:

******MUST USE YOUR LEGAL BIRTH NAME WHEN REQUESTING TRANSCRIPTS******

- Enrollment status (currently or not currently enrolled)
- Birth date
- Student ID number
- Email address

Or here, either works



This link will take you directly to the Monterey page: <https://www.parchment.com/u/registration/5687/account>

The parchment link will take you here



Monterey High School

1915 W Monterey Ave, Burbank, CA 91506-1107

Select this



Existing User Account

I have an existing learner or third party account with Parchment.

OR



New Learner Account

I am a student or parent in need of a Parchment learner account.

OR



New Third Party Account

I am an administrator or third party ordering on behalf of a student.

A message from Monterey High School

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your

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Below New Learner Account , fill out the information, and then click "SIGN UP"

A message from Monterey High School

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

- I do not have a registration code (provided by my school)
- I have a registration code

First Name

Middle Name

Last Name

[+ I would like to add a maiden name or variation to help match the credential I'm ordering](#)

I am a parent / legal guardian

Date of Birth

Gender (Optional)

Start Year Last Year Attended

Highest Level of Education

Email

Password (Must be at least 7 Characters)

Re-type Password

Fill out all these fields

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).
[Already have an account?](#)

SIGN UP



After you sign up, you will receive a Verification Code.

Enter your Verification Code.

Now, you are ready to place your order to send your transcript to; Yourself, Colleges, Universities, Employment Agencies, and etc.