

LAKE SIDE HIGH SCHOOL

HOW TO SEND A TRANSCRIPT TO YOUR COLLEGE, UNIVERSITY OR HOME

LHS sends all transcripts via Parchment. You have received an email in your LEUSD student email account. You will need to login to finish setting up your Parchment account to order a transcript.

Setting up your Parchment Account:

Step 1. Login to your LHS email account.

Step 2. Find the email from Parchment.

Step 3. Click the link 'Finish Setting up Your Account' the Parchment email.

Step 4. Finish Setting Up Your Account.

Ordering a Transcript:

Step 1. Sign-in to your Parchment Account

Step 2. Click 'Order Transcript'

Step 3. Select Destination

- a) Select an 'Academic Organization' to send to your College or University.
- b) Select 'Send Now' OR 'Hold for Grades'
- c) If your school does not appear, or if you are mailing to your home...
 - i. Select "Self or Other Individual"
 - ii. Enter the email address or mailing address of the College or University, or home address.
- d) Review Order
- e) Sign Consent



Click on QR code to create Parchment account (select 'Learners')

If you have any questions, please contact the Registrar at:

robin.reimer@leusd.k12.ca.us or (951)253-7300, Option #5

