

INSTRUCTIONS FOR
FINAL TRANSCRIPT REQUEST /
POST-HIGH SCHOOL PLANS

To: 2017 Graduating Seniors

From: The Registrar

Instructions:

1. GRADUATION SURVEY

As soon as you have decided your post-high school plans, go to your Family Connection account with Naviance, and complete the 2017 Gunn Graduation Survey. You must complete this survey by May 12, 2017 or YOU WILL NOT BE ABLE TO PICK UP YOUR CAP AND GOWN!!

Note: If you do not have a Family Connection account, please email Mr. Lang in the College and Career Center (llang@pausd.org).

2. FINAL TRANSCRIPT REQUEST

If you are planning to attend college, you will need to have your final transcript sent to your college of choice. (Four-year colleges expect a final transcript!!) **To have your final transcript sent out, you must use Parchment.** Parchment is the on-line transcript sending service that Gunn uses. The website is www.parchment.com.

Things to remember about ordering your final transcript:

- If you have not used Parchment before (examples: you only applied to Common App schools; you only applied to UCs/CSUs), you must first set up a Parchment account. Go to Parchment and click on 'Sign Up'.
- When Parchment asks when you want your final transcript sent, indicate 'Hold for Grades'. That will tell Parchment that you want your transcript sent after 2nd semester grades are on it.
- Have Parchment questions? Go to www.parchment.com/studentkit, or see the Registrar. The Registrar is the one who processes all Parchment requests.
- Order your final transcript in Parchment **BY THURSDAY, JUNE 15.** (If you wait until after June 15, the Registrar will be gone for the summer and your Parchment transcript request will NOT be processed!)

Thank you for your cooperation in this important step in closing your Gunn High School experience. Best wishes for your future happiness and success!