

TRANSCRIPTS
FOR
CURRENT GUNN STUDENTS (Class of 2018, 2019, 2020, 2021)
AND ALUMNI

Class of 2018 ONLY

You can now order/view your transcript through Parchment, an online transcript sending service. Go to www.parchment.com and register to set up an account.

****Read the following instructions to see how/when to use Parchment for your colleges ****

Your counselor will often be able to upload your transcript to your colleges for you, without you needing Parchment. However, if you are applying to any colleges that do NOT need any counselor forms, then the counselor will not be able to upload your transcript to those colleges. In that case, you must use Parchment to send your transcript to those colleges. Things to know about Parchment:

- When you create a Parchment account, enter your Date of Birth carefully. Any incorrect entry will cause a delay in Parchment processing.
- Your 'Sending School' is Gunn High School.
- After you create a Parchment account, the Gunn Registrar will be notified, and will be prompted to upload an unofficial copy of your transcript to your Parchment account. This is a copy for you to view/print only. It will NEVER be sent to any colleges. Any time you click on 'Update' on the bottom of the transcript image, Parchment will let the Registrar know to upload the newest unofficial transcript to your Parchment account.
- Once you decide you want to order a transcript to be sent out, you must generate a Parchment 'order' request. The Gunn Registrar will receive your request, via Parchment, and will upload your most current transcript to Parchment. Then Parchment will send the transcript out, as an 'official transcript', to whatever institution(s) you selected to receive it.
- The 1st two official transcripts ordered are free. After that, Parchment will charge you a fee for each additional official transcript ordered.
- More instructions needed? Go to www.parchment.com/studentkit, or see the Registrar.

Class of 2019, 2020, 2021

-Unofficial transcript: see the Registrar or your counselor. They can hand you a paper copy.

-Official transcript: An official transcript can NOT be handed to you. It must be mailed, by the Registrar, to the institution requesting it (summer program, etc.). You must provide the Registrar with an envelope (stamped and addressed to the institution). The return address must be Gunn's address (not your home).

The 1st two official transcripts are free. After that, it is \$10 per official transcript.

Please give the Registrar at least 48 hours to process your request.

Note to class of 2019, 2020, 2021: Please do NOT attempt to use Parchment for transcript requests. Any Parchment requests received by the Registrar will be denied!

Gunn Alumni (class of 2011 through class of 2017)

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- When you create a Parchment account, enter your Date of Birth carefully. Any incorrect entry will cause a delay in Parchment processing.
- Your 'Sending School' is Gunn High School.
- After you create a Parchment account, the Gunn Registrar will be notified, and will be prompted to upload an unofficial copy of your transcript to your Parchment account. This is a copy for you to view/print only. It will NEVER be sent to any colleges.
- Once you decide you want to order a transcript to be sent out, you must generate a Parchment 'order' request. The Gunn Registrar will receive your request, via Parchment, and will upload your most current transcript to Parchment. Then Parchment will send the transcript out, as an 'official transcript', to whatever institution(s) you selected to receive it.
- Parchment will charge you a fee for each official transcript ordered.
- More instructions needed? Go to www.parchment.com/studentkit, or see the Registrar.

Gunn Alumni (prior to class of 2011)

-If you are class of 2005-2010, your transcript is still at Gunn.

-If you need an unofficial copy, stop by the Gunn Registrar's office. She can print one out for you.

-If you need an official copy, the Registrar must mail it for you, to the institution(s) requesting it. Please supply envelope(s), addressed to the institution(s) requesting the transcript. The return address must be Gunn's address. Be sure to include adequate postage.

Note that the first 2 official transcripts requested are free. After that, it costs \$10 per transcript.

-If you graduated from Gunn prior to 2005, your transcript is stored at the District Office, in the Registration Services department. To request a copy, go to www.pausd.org/student-services/student-records
Or you can call Registration Services at 650-329-3707.