

### *How To Order an Official Transcript from CPA*

1. Go to the College Counseling website (under the Academics tab on the CPA website).
2. Scroll down to the bottom of the page and click the **Order Records** button under the Chandler Prep ALUMNI-Request Transcripts Here. This will take you to Great Hearts' Parchment website.
3. Create a **New Learner** account on Parchment.
4. Once your account is created, on your dashboard, click the plus sign to add the high school you attended.
5. Search for **Chandler Preparatory Academy** and click the **ADD** button.
6. Fill out the short form (remember to put Not currently enrolled under *Enrollment Status* and waive your right to access for *the last question*) and click the **CONSENT AND REQUEST** button when done.
7. On the next page you will have the option to click the **ORDER** button and it will take you to a page that will have you choose where you are going to have the transcript sent. Search for you're the place you need it sent to and complete the order.