

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.