

# Requesting Transcripts:

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Transcript



## **Current Students:**

Request your transcript using your [Parchment](#) account. Please allow 14 working school days for processing. If you request your transcript over a weekend or holiday, processing may take longer.

## **Former Students:**

### **Graduates 2017, 2018, 2019, 2020**

**PAPER TRANSCRIPTS ARE NOT AVAILABLE AT THE SCHOOL.**

Class of 2020, you will become alumni on August 1, 2020. You will request your transcript from Parchment as you have done during the school year.

As an Alumnus, you will have a \$3.95 charge for an electronic copy to be sent to an email or college. There will be a \$6.00 charge to receive a paper copy

### **Graduates 2016**

Request your transcript from your high school. Parchment does not have your transcript.

### **Graduates prior to five years ago:**

Please go to <https://cpschoolsva.scriborder.com> to request your transcript. The mail and online options are available there.