

# Transcripts

Transcripts are currently provided by Lake Havasu High School through the registrar's office. Students wanting an official transcript must submit a transcript request, and the Registrar prints, processes, and mails the transcript. Once mailed, transcripts are not electronically tracked.

Lake Havasu High School is now providing students and families an opportunity to use an outside vendor, Parchment, to deliver official transcripts, enrollment verifications and graduation verifications **electronically**.

The advantage to this service is that students may order transcripts at any time and the entire process, including delivery to the college or university, is tracked, documented, and visible to the user. As this does not involve printing and mailing, the delivery of transcripts will be more streamlined. This service is fee based. Current students will be charged \$5.00 and alumni will be charged \$7.50. Unofficial transcripts are free of charge. Each student will receive one free official transcript upon graduation.

**With parent permission**, a student's transcript will be uploaded to Parchment for this service. While the security of the transcript itself is protected, students who use this service will be required to establish a user account by registering on the Parchment website. This account will require the student to agree to the Terms of Use for Parchment. It is important for parents and students to read these terms carefully. For students under 18, the parent or legal guardian must agree to the terms of the user agreement before the electronic transcript services may be used.

Because this is a commercial site, students may also be offered services provided by external sites or have opportunities to link to other sites. In these cases, students may be asked for additional personal information. In these scenarios, the security and privacy protections that apply to the transcript service do NOT protect the use or the user's data.

Please initial your selection and complete the signature line below.

I give permission for Lake Havasu High School to upload my student, \_\_\_\_\_'s  
(print name)  
transcript to Parchment for potential electronic delivery.

I DO NOT give permission for Lake Havasu High School to upload my student, \_\_\_\_\_'s  
(print name)  
transcript to Parchment for potential electronic delivery.

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Parent/Guardian Printed Name

Signature

Date