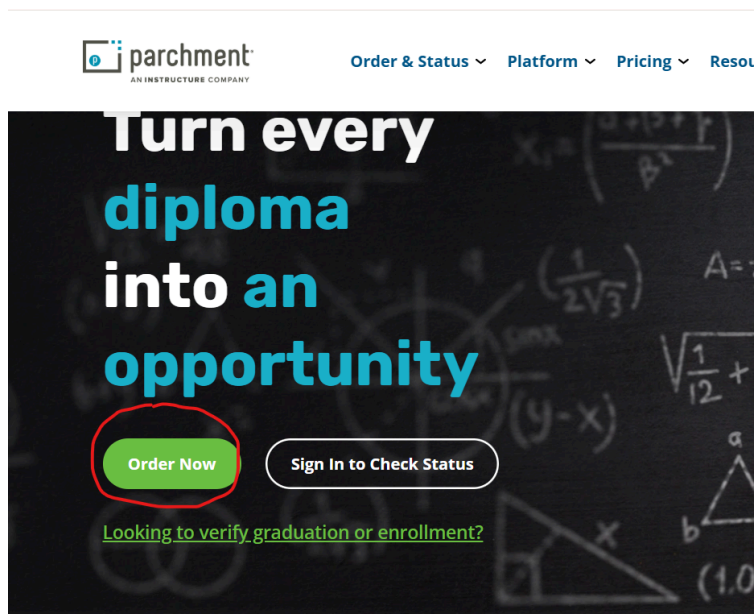
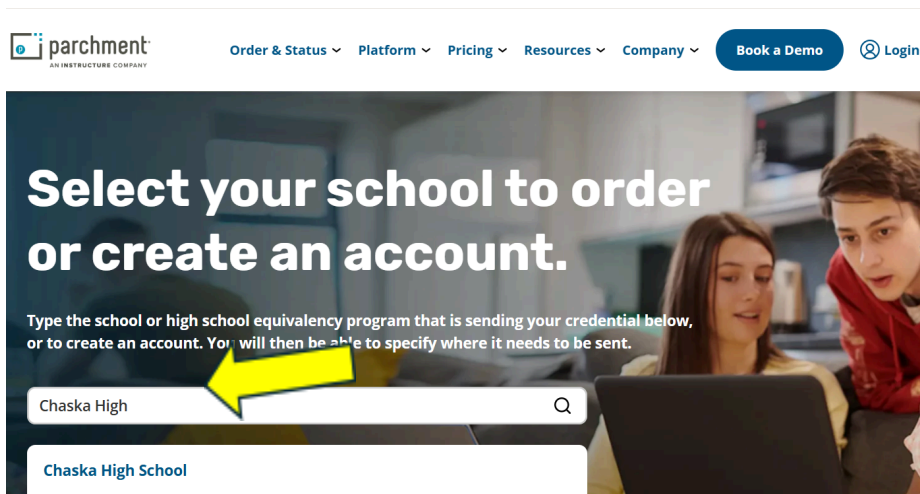


How to Send a Official Transcript


1. Go to www.parchment.com and click on the green Order Now button.





2. Type 'Chaska High School' into the institution search bar and select it from the pop-down menu.



3. Select if you are ordering your own transcript or if you are ordering for someone else. Then scroll to the bottom of the page and add your email address. Select continue.



Chaska High School
545 Pioneer Trl, Chaska, MN, 55318-1499, US





Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM CHASKA HIGH SCHOOL


ACT/SAT scores, Class Rank, and Class Percentile are not included on your transcript when ordering through Parchment Exchange.

If you want your FINAL TRANSCRIPT sent after graduation to your college you will be attending you can request that at any time but have it sent "Next Grading Period". This will process after the final transcripts are done after graduation.

Transcripts will not be sent the week of Christmas until after the New Year and the week of July 4th.

START HERE - ENTER YOUR EMAIL ADDRESS

Or Click Here if you have a Registration Code




* All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

4. Input your contact information and create an account password.

ENTER YOUR PERSONAL INFORMATION

janelle.e.miranda@gmail.com 

<small>* First Name</small>	<small>Middle Name</small>	<small>* Last Name</small>
<small>* Month Of Birth</small>	<small>* Day Of Birth</small>	<small>* Year Of Birth</small>

* Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

* Cell Phone

✔ United States of America

* Address 1
Address 2

<small>* City</small>	<small>* State/Province</small>	<small>* Postal Code</small>
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CHOOSE A PASSWORD

<small>* Password</small>	<small>* Retype Password</small>
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* All items marked with a red asterisk are required.

5. Verify your account by inputting the confirmation code emailed to you.

6. Put in the years you are attending/attended Chaska High School, and verify your name that is on the transcript. Select continue.

7. Select 'Order'

8. Input which institution you would like your transcript sent to.

9. Double check all information is correct. Select if you want the transcript sent immediately or to hold it until the semester grades are posted. Sign. Select the checkbox to authorize consent, and select continue.

< BACK Item Details CANCEL x

TRANSCRIPT Transcript
For: Janelle Sperry

FROM
Chaska High School
Chaska, MN

TO
University of Iowa

Delivery Method: **Electronic**

Credential Fee: \$6.32

Item Total: \$6.32

When do you want this sent?

Send Now

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger

Clear Signature

NOTE: There is a \$6.32 charge per transcript.

10. If you need to add another transcript to your order, you may do it on the next screen or you can select continue to go to the payment screen. **Your order is not complete until you submit payment.**

< BACK Order Summary CANCEL x

INTERNATIONAL MAILING DELAYS: PLEASE NOTE: We are seeing longer than normal backlogs in International Customs Offices. Please allow 4 -6 weeks for International shipments sent via mail. Parchment is unable to issue refunds related to this delay. Please keep this in mind when selecting your delivery method.

Your order has not been placed yet. Please review and complete the order below
Here's your order summary janelle [Collapse All](#)

FOR	sperry, janelle	\$6.32
ITEM	Transcript	\$6.32
FROM	Chaska High School	
TO	University of Iowa, Iowa City, IA	

[Add another item for janelle sperry](#)

Total Credential Fees \$6.32

Order Total \$6.32

CONTINUE

Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

11. Complete the payment screen with debit or credit card information and select 'Submit Payment' . Once the order has been completed, our Registrar will be notified. Please allow 3-5 business days for her to process the request and electronically send the transcript to the institutions(s) you selected. If you selected 'hold for grades', the transcript will be sent at the end of the semester.