

Create your NPHS Parchment account by going to this link:

<https://www.parchment.com/u/registration/92542/account>

When you get to the landing page, if you already have an account click “SIGN IN.” If you have never created an account, click “SIGN UP.”

***NOTE:** For those of you who have a Moorpark College Parchment account, the NPHS Parchment account is NOT the same one.

The screenshot shows the Parchment registration interface. At the top left is the Parchment logo. To the right are links for "COLLEGE TOOLS", "SIGN UP", and "SIGN IN". A progress bar below the navigation shows seven steps, with the first step, "Register/Sign In", highlighted in blue. Below the progress bar is a school profile for "Newbury Park High School" with the address "456 N Reino Rd, Newbury Park, CA 91320-3714". The main content area offers three account options: "Existing User Account" (with a checkmark icon), "New Learner Account" (with a graduation cap icon), and "New Third Party Account" (with a person icon and a plus sign). Each option includes a brief description of the user role. At the bottom, a message box from Newbury Park High School welcomes users and provides a "help" link. An "Expand" button is visible in the top right of the message box.

1 Register/Sign In

2


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 **Newbury Park High School**
456 N Reino Rd, Newbury Park, CA 91320-3714

Existing User Account
I have an existing learner or third party account with Parchment.

OR

New Learner Account
I am a student or parent in need of a Parchment learner account.

OR

New Third Party Account
I am an administrator or third party ordering on behalf of a student.

A message from Newbury Park High School + Expand

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

Fill out the sections and be sure to use your learn email account (it will match with your NPHS information). For the option of being discovered, check yes **ONLY** if you are ok with getting a lot of random emails and outreach.

New Learner Account

First Name

Panther

Middle Name (Optional)

Last Name

Paw

I am a parent / legal guardian

Date of Birth

January

1

2006

Highest level of education

12th Grade

Email

123456@learn.conejousd.net

Password

.....

- 10 Character minimum
- At least one upper-case, lower-case, and number

I am interested in being discovered by colleges, universities, and other organizations through Parchment and its partners for academic purposes, including recruitment. [Find out more about being discovered through Parchment.](#)

Select an Option

Sign Up

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

[Have a Registration Code?](#)




[Already have an account?](#)

After you have created your account/logged in, navigate to the “order” tab:



Available Credentials CANCEL x


The following credentials are available from **Newbury Park High School**. Start your order by selecting a credential listed below (you can add more later)

	Transcript An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	Secondary School Report	Order
	Letter of Recommendation A letter of recommendation assesses the qualities, characteristics and capabilities of the person being recommended for admission to an educational institution. It can be written by anyone with knowl ... View Full Description	Order


Enter the destination to which you want your final transcript sent:

[< BACK](#) Set Delivery Destination [CANCEL x](#)

Your order will be sent from **Newbury Park High School** to the individual and/or organization at the destination below.

 Search

OR

 [I'm sending to myself or another individual ?](#)

Verify that the destination you selected is in fact the actual place you want your transcript to go.

IF YOUR COLLEGE DOES NOT RECEIVE YOUR FINAL TRANSCRIPT, YOUR ADMISSION OFFER CAN (AND MIGHT BE) RESCINDED!!!

[← BACK](#) [CANCEL ×](#)

Set Delivery Destination

Your order will be sent from **Newbury Park High School** to the individual and/or organization at the destination below.

Search

University of California San Diego
(Undergraduate Admissions)
La Jolla, CA, US

University of California San Diego
Graduate Admissions
La Jolla, CA, US

San Diego State University
San Diego, CA, US

Concorde Career College - SAN DIEGO
San Diego, CA, US

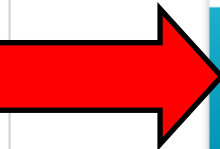
TYPE:
College / University

ADDRESS:
Transcript Processing
San Diego, CA 92182-7453
US

[⚙ See All Results](#)

Not finding what you're looking for?

Enter Your Own



< BACK

Item Details

CANCEL ×



Transcript

For: **Panther Paw**



FROM

Newbury Park High School
Newbury Park, CA



TO

San Diego State University

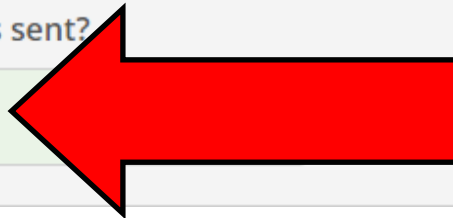
Delivery Method: **Electronic**

Credential Fee: \$4.40

Item Total: \$4.40

* When do you want this sent?

Hold for Grades



Important!!! Under the “When do you want this sent?” section, make SURE you select “Hold for Grades.”

After you have confirmed that you selected the “Hold for Grades” option, click those the FERPA certification box...then click CONTINUE.

	Item Total:	\$0.00
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* When do you want this sent?

Hold for Grades

Would you like to add an attachment file? (optional) [Add An Attachment](#)

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

I certify that a FERPA compliant learner signature required under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) authorizing the release of the student records is on file with the sending school / organization.

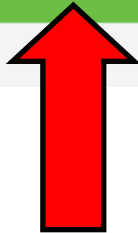
[I would like to upload a consent file to accompany this order](#)(optional)

CONTINUE

* All items marked with a red asterisk are required to submit this form.

ITEM	Transcript	e <i>»</i> ⓘ ✍	\$4.40	🗑
FROM	Newbury Park High School		-\$4.40	
TO	San Diego State University, San Diego, CA			
+ Add another item for Panther Paw				

Total Credential Fees	\$4.40
Total Shipping / Handling	\$0.00
Total Subsidized	-\$4.40
Order Total	\$0.00
COMPLETE ORDER	



Review your work one last time and then click “COMPLETE ORDER.”

If you did everything correctly, you will get a confirmation page:



Thank you for your order Panther. Your order has been placed.

[Collapse All](#)

FOR	Paw, Panther	1	\$0.00	
ITEM	Transcript		\$4.40	
FROM	Newbury Park High School		-\$4.40	
TO	San Diego State University, San Diego, CA			
DID	ABCDEFGH			

Order Date: MAY 6, 2024
Placed By: Paw, Panther

Total Credential Fees \$4.40
Total Shipping / Handling \$0.00
Total Subsidized -\$4.40


Order Total \$0.00

What happens next?

- Parchment has processed your order and it's awaiting fulfillment.** The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.


[Place Another Order](#)

It is highly recommended that you make a copy of your Document ID number in case there is any issue related to your final transcript submission.


 Thank you for your order!

Hi Panther,

Your order was placed successfully on 05/06/2024.

 Here is your order summary:

Item Ordered:	Transcript
For:	Panther Paw
Document ID:	ABCDEFGH
Delivery Method:	Electronic



Note: You requested that you would like to wait until grades are out before we process your document. Once the new grades are posted, **Newbury Park High School** will process your order, and we will send your document to its destination.

FROM:	TO:
Newbury Park High School	San Diego State University

Once your order has been processed, we will send the official document to its destination.

Thank you,

The Parchment Team

Turn Credentials into Opportunities

Parchment's [Privacy Policy](#) and [Terms of Use](#)