

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 website interface. At the top left is the Parchment logo. To the right are links for "COLLEGE TOOLS", "SIGN UP", and "SIGN IN". Below the navigation is a progress indicator with seven steps, where step 1 "Register/Sign In" is highlighted. The main content area features the school's name, "Newbury Park High School", and its address: "456 N Reino Rd, Newbury Park, CA 91320-3714". Below this, there are three account creation 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 type. At the bottom, there is a message box from Newbury Park High School, which is currently collapsed. The message text reads: "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." A "+ Expand" button and a vertical scrollbar are visible on the right side 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](#) [CANCEL ×](#)


Set Delivery Destination

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

OR

I am sending this order to myself

I am sending this order to another individual





FROM
Newbury Park High School
Newbury Park, CA

TO



Panther Paw
pantherpaw@conejousd.org

Delivery Method: **Electronic**

Credential Fee: \$4.40

Subsidized: **-\$4.40**

*Subsidy provided by:
Conejo Valley Unified School
District D1024 Subsidy Group*

Item Total: **\$0.00**

* 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)

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.

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Set Delivery Destination

CANCEL ×

Your order will be sent from **Newbury Park High School** to the individual and/or organization at the destination below. Select a delivery method for your order



Electronic

Delivered By Email



Print & Mailed

Printed On Paper & Mailed

RECIPIENT INFORMATION

Panther Paw

pantherpaw@conejousd.org

pantherpaw@conejousd.org

Continue

ITEM Transcript
FROM Newbury Park High School
TO Panther Paw, Newbury Park, CA



\$4.40 
-\$4.40

[+ 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