

# How to Purchase an “Official” Woodbridge High School Transcript

Unofficial transcripts can be printed directly from MyIUSD/Parent Portal

Do you need a **digital** or **printed/stamped/sealed official** copy of your transcript?

**Printed/  
Stamped/  
Sealed**

**Digital**

## Step 1:

Purchase your transcript in the Activities Office

**Hours:** Monday-Friday until 3:00 p.m.

*(Current WHS Students - come during snack or lunch)*

**Cost:** \$4.00, EXACT CASH ONLY, non-refundable

Purchase your transcript on Parchment to be sent digitally:

<https://www.parchment.com/u/registration/7262/account>

## Step 2:

Take your receipt to Mrs. Barelian in the Counseling Office. Please allow up to one business day for Mrs. Barelian to process your transcript and have it ready for pick-up in the Counseling Office.

Hours: Monday-Friday until 3:30 p.m.

## Step 3:

Mail or deliver your printed and sealed transcript as needed.

Current Seniors: UC campuses and CSU campuses DO NOT require transcripts at the time of application.

For all questions related to transcripts, please contact WHS Registrar, [GraceBarelian@iusd.org](mailto:GraceBarelian@iusd.org)

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