

# Transcript Requests



COLORADO  
Early Colleges  
— Fort Collins —

## NEED A CEC TRANSCRIPT?

### INFORMATION:

- All requests for a CEC transcript must be made through Parchment, the service we partner with to process and track transcript orders. **Allow 5-10 business days for processing.**
- Walk-in requests will not be accepted.
- The current fee for an official transcript request is \$4.15. Students on the free or reduced lunch program are eligible for up to 4 fee waivers. Fee subject to change.

### TO ORDER:

- If you do not have a Parchment account, please see your CEC student email for a Registration Code from Parchment. All new accounts must be created with a Registration Code in order to access the free Self-View. For more instructions, please click [HERE](#).
- If you already have a CEC Parchment account, click the Parchment icon below, log in, go to the Dashboard, and then click the icon of the transcript. To place an order for your official transcript to be sent, click the SEND button.
- To view the most up-to-date unofficial copy of your transcript, click the UPDATE button ONCE. Please allow 5-10 business days for processing.
- If you are applying through the **Common App**, you must request that your transcript destination as "THE COMMON APP" and not specific schools.

If you have questions, please contact Colleen Wilhelm at 970.377.0044 ext. 10108 or [colleen.wilhelm@coloradoearlycolleges.org](mailto:colleen.wilhelm@coloradoearlycolleges.org). Thank you.



- [Quick start](#)