

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 \$4.40; fees are subject to change.
- Students on the free or reduced lunch program are eligible for up to 4 fee waivers. Please contact Colleen Wilhelm at colleen.wilhelm@coloradoearlycolleges.org to request a waiver.
- Transcripts may be held if you owe reimbursement for failed or withdrawn concurrent enrollment courses.

TO ORDER:

- Create a student Parchment account for a CEC transcript request (official or unofficial), Please check your CEC student email for a link to create the account. Please read and follow the directions in the email carefully.
- The account should be set up using the student's personal email as the primary email, not the parent's or their CEC email. If the account was set up with something other than the student's personal email, it will need to be changed.
- If you already have a CEC Parchment account, click the link below, log in to the Dashboard, and then click the icon of the transcript.
 - To view the most up-to-date unofficial copy of your transcript, click the UPDATE button. **Please only click once.** This sends a request for an updated transcript – it is not an automatic refresh. **Please allow 5 – 10 business days for processing.**
 - To place an order for your official transcript to be sent, click the SEND button to access the order form.
- If you are applying through the **Common App**, you must request that your transcript destination is THE COMMON APPLICATION and not specific schools.

If you have any questions, please contact Colleen Wilhelm at 970.377.0044 ext. 10108 or colleen.wilhelm@coloradoearlycolleges. Thank you.

Click here to login:



Please do not use this link to create a new account.

See your CEC student email for a link to create the account.

For additional information, please click the links below:

- Tips for setting up your account and updating unofficial self-view
<https://www.youtube.com/watch?v=BRuwW5Q8fxE&t=12s>
- Ordering Official Transcripts
https://www.coloradoearlycolleges.org/wp-content/uploads/CEC_Files/CEC_Fort_Collins/Documents_Forms/FC_HS/CECFC_Ordering_Official_Transcript_Guide.pdf