

Transcript Requests



NEED A CEC TRANSCRIPT?

INFORMATION:

- Free unofficial transcripts for all current students in grades 9-12 will be available to view through the Infinite Campus “IC” Parent and Student Portals at no cost. Please note that unofficial transcripts are not reviewed or verified by the school and may contain errors and/or omissions regardless of where they are viewed, “IC” or Parchment.
- Requests for a CEC transcript to be sent via email or US Mail 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.

To view the current fees, see page 9 of the Parchment Ordering Guide:

https://www.coloradoearlycolleges.org/wp-content/uploads/CEC_Files/CEC_Fort_Collins/Documents_Forms/FC_HS/CECFC_Ordering_Official_Transcript_Guide.pdf

- 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.

TO REQUEST A TRANSCRIPT TO BE SENT THROUGH PARCHMENT:

- 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 CEC email as the username.
- The student’s personal email should be used as the primary email in the profile, not the parent’s or their CEC email.
- 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. 10123 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.

Ordering Official Transcripts – Parchment Ordering Guide

https://www.coloradoearlycolleges.org/wp-content/uploads/CEC_Files/CEC_Fort_Collins/Documents_Forms/FC_HS/CECFC_Ordering_Official_Transcript_Guide.pdf