

Requesting Transcripts:



Current Students:

Request your transcript using your [Parchment](#) account (Click the same link if you don't have an account). Please allow 14 working school days for processing. If you request your transcript over a weekend or holiday, processing may take longer.

Former Students:

Graduates 2017 ONLY

PAPER TRANSCRIPTS ARE NOT AVAILABLE AT THE SCHOOL.

You will become Alumni on August 1, 2017. You will request your transcript from Parchment as you have done during the school year. As an Alumnus, you will have a \$3.50 charge for an electronic copy to be sent to an email or college. There will be a \$6.00 charge to receive a paper copy

Graduates 2016, 2015, 2014, and 2013

Request your transcript from your high school. [Parchment does not have your transcript.](#)

Graduates prior to five years ago:

You may obtain an official copy of your High School Transcript or Immunization Record by following this process:

1. If you graduated or left the Chesapeake Public School division more than 5 years ago, you may contact the Microfilm department for any of the above information. Submit the Transcript Request Form to the Microfilm Department <http://www.cpschools.com/departments/microfilm/transcripts.php>

Chesapeake Public Schools
Microfilm Department
2107 Liberty Street
Chesapeake, VA 23324