

Requesting Transcripts:



Current Students: Request your transcript using your [Parchment](#) 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 within the last 5 years – 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