


TRANSCRIPTS



ORDERING OFFICIAL TRANSCRIPTS FOR COLLEGE:

All official school transcripts for college applications must be ordered online through Parchment. Parchment is a secure third party website that provides easy internet access to your official transcripts. Through this website certified transcripts can be sent directly to colleges, employers, or yourself.

- ❖ Visit our school website: www.oasd.k12.wi.us
 - Go to “Schools”, click on “Oconomowoc High School”
 - Once on the high school page, click on “Academics”, then click on “Student Services/Guidance and Counseling” on the drop down menu
 - Once on that page, click on Transcripts on the lower left side of the screen
 - Once on that page, click on the Parchment Logo  parchment
 - There is a fee for ordering transcripts. It is \$2.75 and you will need a credit card to set up payment.

- ❖ Visit Parchment website: www.parchment.com



ORDERING TRANSCRIPTS FOR SCHOLARSHIPS:

- ❖ Some scholarship applications may require a hard copy of your official transcript. Hard copies may be requested at no cost in the OHS Student Services Office for this reason only. Please see Kris Zimmer, (262/560-3130, zimmerk@oasd.org), for scholarship transcript requests. Please allow 24 hours for transcript requests.



**OCONOMOWOC
HIGH SCHOOL**