

Transcripts/Parchment

PGHS Counseling
September 2025

A black and white photograph of a film strip and a film canister lying on a surface. The film strip is coiled and draped across the frame, with a film canister standing upright in the center. The background is a plain, light-colored surface.

Senior Shorts Information Series

Objectives

- | | |
|--------------------|---|
| Objective 1 | Define, show examples, and identify key areas of the PGHS Transcript. |
| Objective 2 | Reintroduce/introduce Parchment accounts and how students use the online service. |
| Objective 3 | Provide all students without Parchment accounts their individualized registration code and instructions for creating their Parchment account. |

Import Using CCGI

For the UC/CSU application, all PGHS students are strongly encouraged to Launch their applications using their californiacolleges.edu accounts.

How to Launch your application using CCGI:

- Hover on College at the top of any page.
- Click University of California Application under Apply to College.
- You'll see a pop-up message. This explains that your UC application will be linked to your CaliforniaColleges.edu account.
- Linking your accounts means you can track your UC application status in the College Applications section of your My Plan. Your counselor can keep track of your status, too!
- Click Confirm. This will take you to the UC application website.
- You can create a new UC application account or log in if you already have one.
- Next time you log in to CaliforniaColleges.edu, you'll be able to see your UC application status in My College Plan.

<https://www.californiacolleges.edu/#/how-to-apply-to-the-uc>

SSID or State ID

Student Name

Perm ID

State ID

Grd

12

Gen

Birth Country

United States of America

Date Of Birth

Home Address

Phone



PACIFIC GROVE
UNIFIED SCHOOL DISTRICT
A PARTNERSHIP IN EXCELLENCE

Challenging every student with exceptional learning opportunities

Official PGUSD Transcript
Pacific Grove High School
August 20, 2024
<https://pghigh.pgusd.org/>

Phone

831-646-6590

Fax

831-646-6660

School Address

615 Sunset Ave
Pacific Grove, CA 93950-4827

Course Title	Mark	Cred Att	Cmp	Course Title	Mark	Cred Att	Cmp	Course Title	Mark	Cred Att	Cmp	
Pacific Grove High	Yr: 2018	Term: S1	Grade: 09	Pacific Grove High	Yr: 2019	Term: S2	Grade: 10	Pacific Grove High	Yr: 2021	Term: S2	Grade: 12	
Honors English 1	A	5.00	5.00	Spanish 2	A	5.00	5.00	AP English Lit.	A	5.00	5.00	
AP Human Geography	A	5.00	5.00	Culinary 1: Intro to Culinary Arts	A	5.00	5.00	Economics	A+	5.00	5.00	
Integrated Math 2	A	5.00	5.00	Cred Att: 37.50	Cred Cmp: 37.50	GPA: 4.20		AP Calculus B/C	A	5.00	5.00	
Biology	A+	5.00	5.00	Pacific Grove High	Yr: 2020	Term: S1	Grade: 11	AP Physics C: Mech.	A	5.00	5.00	
Phys. Ed. Core 9	A+	5.00	5.00	AP English Language	A	5.00	5.00	Tennis	P	2.50	2.50	
Spanish 1	A	5.00	5.00	AP U.S. History	A	5.00	5.00	Soccer	P	2.50	2.50	
Cred Att: 30.00	Cred Cmp: 30.00	GPA: 4.20		AP Calculus A/B	A	5.00	5.00	CSIS 9	P	5.00	5.00	
Pacific Grove High	Yr: 2018	Term: S2	Grade: 09	Honors Chemistry 1	A	5.00	5.00	Cred Att: 30.00	Cred Cmp: 30.00	GPA: 4.75		
Honors English 1	A	5.00	5.00	AP Computer Science A	A	5.00	5.00	Graduation Requirements - Credit Summary				
AP Human Geography	A	5.00	5.00	Spanish 3	A+	5.00	5.00	Subject Area	Req'd	Comp	WIP	Need
Integrated Math 2	A	5.00	5.00	Cred Att: 30.00	Cred Cmp: 30.00	GPA: 4.83		Additional A-G Courses/CTE	10.00	10.00		
Biology	A	5.00	5.00	Pacific Grove High	Yr: 2020	Term: S2	Grade: 11	Electives	70.00	112.50		
Phys. Ed. Core 9	A+	5.00	5.00	AP English Language	A	5.00	5.00	English	40.00	40.00		
Soccer	P	2.50	2.50	AP U.S. History	A	5.00	5.00	Fine Arts / World Language	10.00	10.00		
Track	P	2.50	2.50	AP Calculus A/B	A	5.00	5.00	Life Science	10.00	10.00		
Spanish 1	A	5.00	5.00	Honors Chemistry 1	A	5.00	5.00	Mathematics	20.00	20.00		
Cred Att: 35.00	Cred Cmp: 35.00	GPA: 4.20		AP Computer Science A	A	5.00	5.00	Physical Education 9-12	20.00	20.00		
Pacific Grove High	Yr: 2019	Term: S1	Grade: 10	Soccer	P	0.00	0.00	Physical Science	10.00	10.00		
Honors English 2	A	5.00	5.00	Spanish 3	A+	5.00	5.00	Social Studies	40.00	40.00		
AP World History	A	5.00	5.00	Cred Att: 30.00	Cred Cmp: 30.00	GPA: 4.83		TOTALS	230.00	272.50	0.00	0.00
Honors Integrated Math 3	A	5.00	5.00	Monterey Peninsula	Yr: 2021	Term: S1	Grade: 12	Achievements				
Physics	A	5.00	5.00	PROG. METHODS II: JAVA	A	10.00	10.00	Name	Date	Sch Yr		
Phys. Ed. Core 10-12	A	5.00	5.00	Cred Att: 10.00	Cred Cmp: 10.00	GPA: 0.00		Year Society Member	08/07/2019	2020		
Spanish 2	A	5.00	5.00	Pacific Grove High	Yr: 2020	Term: S1	Grade: 12					
Culinary 1: Intro to Culinary Arts	A+	5.00	5.00	AP English Lit.	A	5.00	5.00					
Cred Att: 35.00	Cred Cmp: 35.00	GPA: 4.20		AP Govt.	A	5.00	5.00					
Pacific Grove High	Yr: 2019	Term: S2	Grade: 10	AP Calculus B/C	A	5.00	5.00					
Honors English 2	A	5.00	5.00	AP Physics C: Mech.	A	5.00	5.00					
AP World History	A	5.00	5.00	Cred Att: 25.00	Cred Cmp: 25.00	GPA: 4.80						
Honors Integrated Math 3	A	5.00	5.00	Monterey Peninsula	Yr: 2021	Term: S2	Grade: 12					
Physics	A	5.00	5.00	CSIS 9	A	10.00	10.00					
Phys. Ed. Core 10-12	A	5.00	5.00	Cred Att: 10.00	Cred Cmp: 10.00	GPA: 0.00						
Soccer	P	0.00	0.00									
Track	P	2.50	2.50									

Continued on next column...

DE Coll

DE College Classes

GPA

AP = Advanced Placement

NA = Non-Academic

H = Honors

RC = Repeated Course / No Credit

Grade Point Legend

Mark	Normal	Honors
A	4.00	5.00
B	3.00	4.00
C	2.00	3.00
D	1.00	1.00
F	0.00	0.00

GPA Summary

Unweighted	4.00
Weighted	4.51

NOTES

Leave Date

Enter Date

Leave Date

Leave Date

Graduation Date

22

H = Honors		NA = Non-Academic		DE = Dual Enrollment		H = Honors		RC = Repeated Course / No Credit																			
Grade Point Legend <table border="1"> <thead> <tr> <th>Mark</th> <th>Normal</th> <th>Honors</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.00</td> <td>5.00</td> </tr> <tr> <td>B</td> <td>3.00</td> <td>4.00</td> </tr> <tr> <td>C</td> <td>2.00</td> <td>3.00</td> </tr> <tr> <td>D</td> <td>1.00</td> <td>1.00</td> </tr> <tr> <td>F</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>			Mark	Normal	Honors	A	4.00	5.00	B	3.00	4.00	C	2.00	3.00	D	1.00	1.00	F	0.00	0.00	GPA Summary Unweighted 3.79 Weighted 4.33		NOTES				
Mark	Normal	Honors																									
A	4.00	5.00																									
B	3.00	4.00																									
C	2.00	3.00																									
D	1.00	1.00																									
F	0.00	0.00																									
Leave Date			Enter Date 08/08/2012	Leave Date	Leave Date	Graduation Date	Class of 2025																				

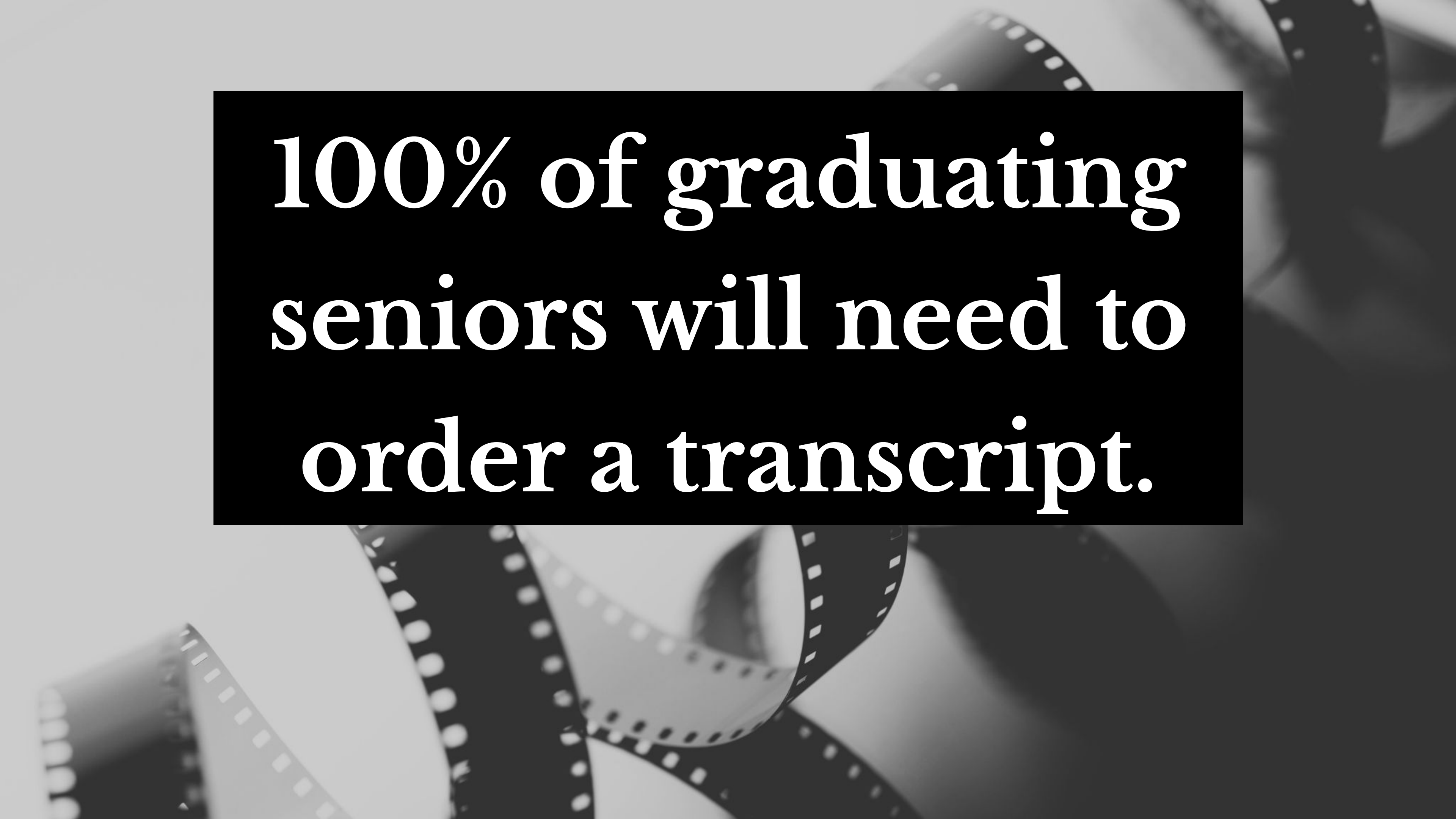
- While Dual Enrollment (DE) Community College Courses are included on the PGHS transcript, ensure you enter your CCAP and General MPC classes as college course work on the UC/CSU application, not as high school a-g course work.
- For the Common App, follow the directions for adding DE classes with your high school classes and ensure you add the appropriate DE label.
- General Dual Enrollment classes will be listed under a Monterey Peninsula heading (previous example).
- CCAP DE will be listed under PGHS and have a DE label before the course title.

GPA

Every college calculates GPA according to their own scale. When asked for your PGHS GPA, use the GPA listed on your transcript. However, when you enter your **course work into your college applications, your GPA will be recalculated using the college or university scale.**

Transcripts

- **Review and ensure all your course work is on your transcript.**
- If you are missing an MPC or DE class you took off campus, ensure you've provided Mrs. Biondi an unofficial copy of your MPC college transcript. [Student Records - Monterey Peninsula College](#) (★Link)
 - CCAP DE classes (Dual Enrollment classes taught at PGHS) are automatically added to your transcript.
- **ALWAYS use a copy of your transcript when completing any application.**
- Items that are not included on your transcript:
 - Sports and extracurricular activities
 - Course work from other high schools, UNLESS you transferred to PGHS from another school

The background of the image features several overlapping, curved film strips in a grayscale tone. The strips are positioned diagonally, creating a sense of movement and depth. The perforations on the edges of the film are clearly visible.

100% of graduating
seniors will need to
order a transcript.

Personal Email

- After you graduate in May, your PGUSD email account will be deactivated.
- Use a personal email (not your PGHS email) for all college and job applications in your senior year.
- Create a personal email that you would be confident and comfortable using for a job interview and potentially for a number of years.
 - Save your email address and password in a secure location.

Pacific Grove High School uses Parchment.com, an online transcript service that allows students to view, and order official and unofficial transcripts electronically.

All PGHS 12th-grade students should have a Student Parchment account so you can view/order official or unofficial transcripts this year and in the future.





1. If you are creating an account for the first time, you must obtain a REGISTRATION CODE from Ms. Biondi. **Use the registration code on the sheet of paper you just received.**
2. If you already have an account (as indicated by the fact you DID NOT get a sheet with your name and registration code) but do not remember your account information, see Mrs. Biondi in A-Wing.
3. You DO NOT have to answer the profile questions (i.e. your GPA etc.) when creating your account. You can do that at a later date.
4. DO NOT pay to order a transcript. AFTER you graduate, you will have to pay for transcripts, but as a current student they are free.

Pacific Grove High

Joe Smith

Joe Smith,

Pacific Grove High School uses Parchment.com, an online transcript service, allowing you to order official and unofficial transcripts to be viewed or sent electronically. Go to parchment.com/register and enter this code:

Registration Code for Joe Smith

123456789

PLEASE NOTE: Once you add your code, the fields will auto-populate. Next, **CHANGE** your email address from your pgusd.org email to a personal email address. **Please DO NOT use your school issued email address, as your school account will eventually become inactive.**

Next, create your password and make sure to check the box stating, **"I authorize a copy of my credentials to be stored in my Parchment account." This will allow you to access unofficial/self-view transcripts at any time.**

If you already have a Parchment account and have NOT CHANGED your PGUSD email to a personal email, please do so ASAP. You may have to call Parchment to make the change.

After you create a Parchment account, follow these steps to order and directly view/send transcripts electronically to schools/yourself/employers:

1. Log in to your Parchment account. You do not have to complete the Profile/Quick Questions section to order a transcript.
2. Confirm you are on the Dashboard. **Once on the Dashboard, click the "Update" button if visible.**

To view/print your transcript:

1. Click on the center of the box (**not** the 'Order' button). Your transcript should open in a new window. You can now print/save it.

To order a transcript to be sent to a college/person:

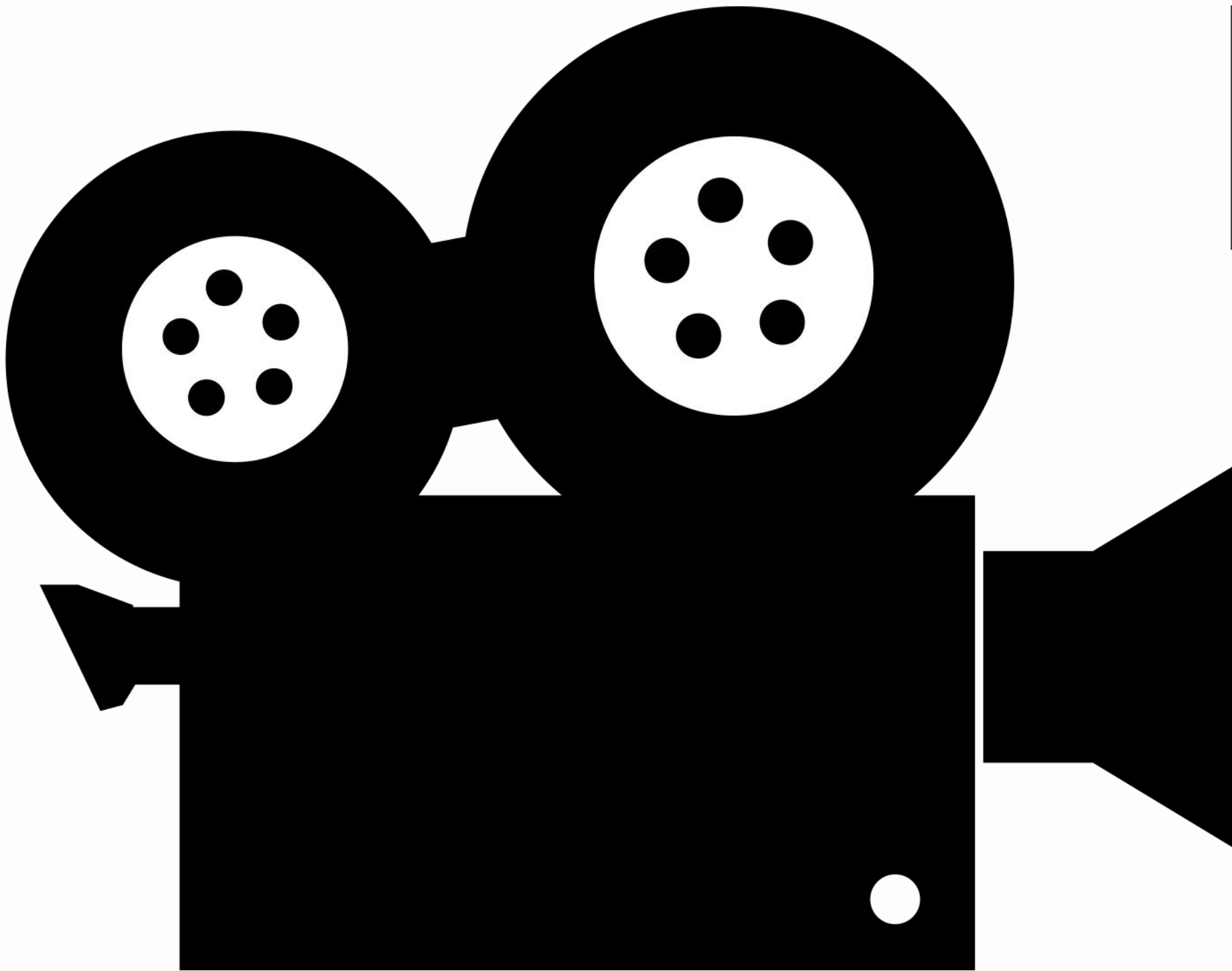
1. Click on the 'Order' button.
2. On the next screen, you will see a blue box, 'Send To An Organization' or a white box 'Send To Self'.

****You can also choose "Hold for Grades" and your final transcript will be sent once final grades are submitted.****

3. If choosing an organization, type the name of the organization into the search bar, and click 'Search'. If you do not see the school you are looking for, try again using only the city of the organization. You can also input the address by hand.
4. On the next screen, confirm the organization name and address to which you are sending your transcript, then choose 'Save & Continue'.
5. Continue following the prompts to 'Finish and Send'.

If you have any questions, please visit [Parchment Support](#). Thank you.

Upcoming Events



25 August 2025: Early Action/Early Decision
1st period, Lunch, 7th and 8th period

15 September 2025: PIQs vs Application Essay
1st period, Lunch, 7th and 8th period

22 September 2025: Make the Most of the
Extracurriculars Section
1st, Lunch, 7th and 8th period

29 September 2025: Adding DE to the
Application
1st period PGHS Library, all ENGL1A/1B

1 October 2024: Applying to College
PGHS Library: 6:30-7:30 PM

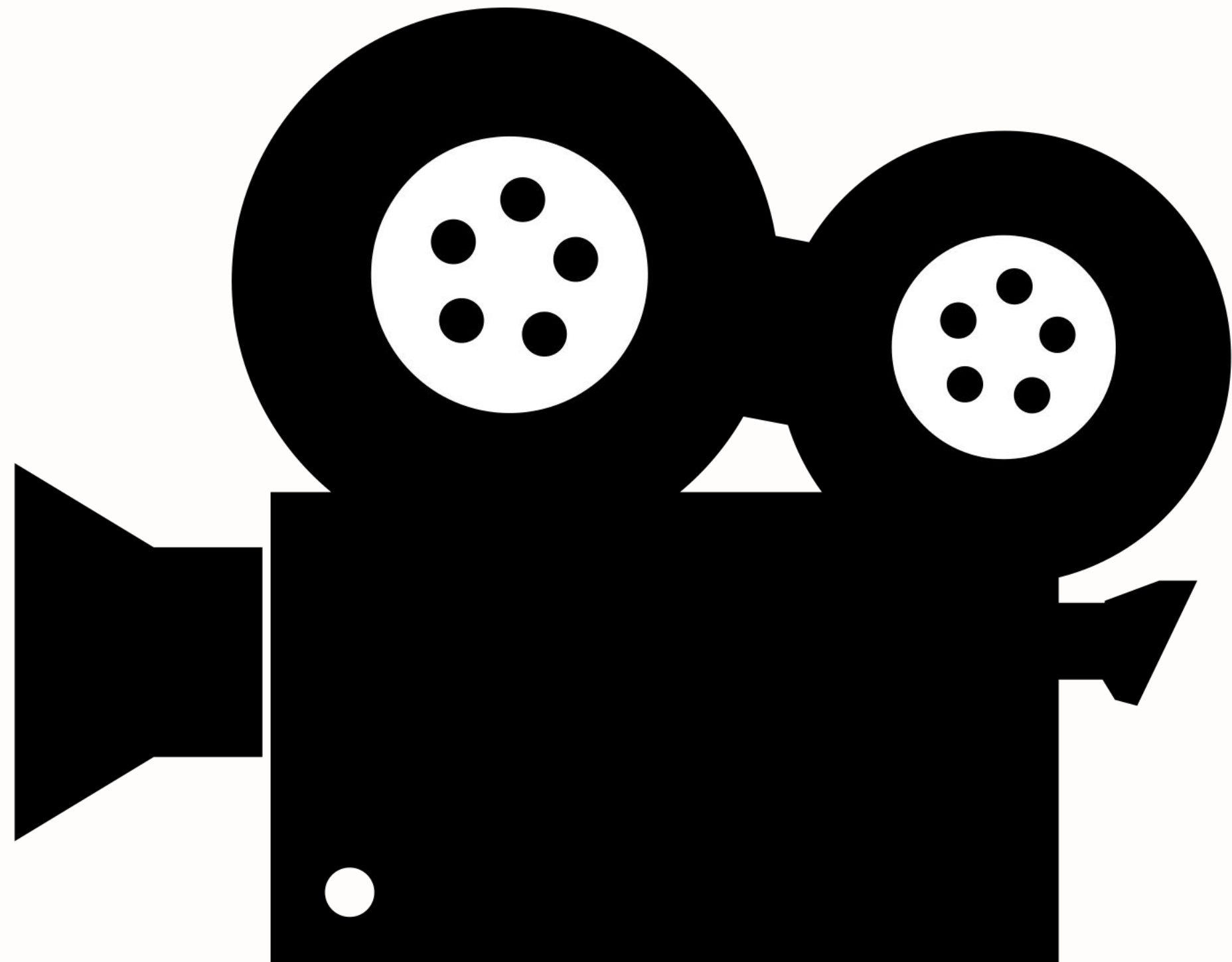
Cash for College FAFSA Workshops
PGHS Library: 6:30-7:30 PM

Senior Visits

Please schedule your **Senior Visit** during an Open Period.

Mrs. Coe, the Counseling Administrative Assistant can schedule the appointment for you.

If you don't have any open periods in your schedule, please check with your teacher and schedule during an elective class, such as IPS.





Questions & Answers