


# How to Order HBA Transcript on Parchment

Step 1: Go to HBA website [www.highbluffacademy.com](http://www.highbluffacademy.com) and scroll to the bottom of the page. Click “GET TRANSCRIPTS”.

The screenshot shows the footer of the High Bluff Academy website. At the top left is the 'ORDER Records' logo with a 'P' icon and the text 'For learners, parents & third parties'. Below it is a dark blue banner with the text 'HIGH BLUFF ACADEMY HAS PARTNERED WITH PARCHMENT TO ORDER AND SEND YOUR TRANSCRIPT AND OTHER CREDENTIALS SECURELY.' and a 'GET TRANSCRIPTS' button. Below the banner is a dark blue section with a white text box on the left that says 'New to High Bluff Academy?' and 'Join our mailing list to receive the latest information on new programs and discounts on tutoring, test prep and courses for credit.' To the right of this text are three white input fields: 'Name', 'Email', and a 'Subscribe' button. Below this is a row of four columns: the High Bluff Academy logo, 'QUICK LINKS' with a list of links (About HBA High School, High School Admissions, International Admissions, Meet our Staff, Summer 2020 Course Schedule, AP Exam Registration), 'CONTACT US' with phone, email, and address information, and a small image of the school building.

Step 2: You will be brought to Parchment.com. If you have a Parchment account, please sign in. If you haven't already, please choose “New Learner Account” and enter the student's information.


The screenshot shows the Parchment.com sign-in page for High Bluff Academy. At the top left is the HBA logo and the text 'High Bluff Academy' and '5531 Cancha de Golf, Ste 202, Rancho Santa Fe, CA 92091'. Below this are three account options: 'Existing User Account' (with a person icon and a checkmark), 'New Learner Account' (with a graduation cap icon and a plus sign), and 'New Third Party Account' (with a person icon and a plus sign). Below these options is a message box from High Bluff Academy: 'Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer. If you have any questions about Parchment, select the "help" link above.' Below the message box are two input fields: 'Email / username' and 'Password', with a 'Forgot your password?' link. At the bottom right is a green 'SIGN IN' button. At the very bottom is a dark blue footer with links for 'Support', 'Privacy Policy', 'Terms of Use', 'Contact Us', and 'Copyright ©2020 Parchment'.



Existing User Account

I have an existing learner or third party account with Parchment.


OR



New Learner Account

I am a student or parent in need of a Parchment learner account.

OR



New Third Party Account

I am an administrator or third party ordering on behalf of a student.

A message from High Bluff Academy

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

- I do not have a registration code (provided by my school)
- I have a registration code

First Name  Middle Name  Last Name

I would like to add a maiden name or variation to help match the credential I'm ordering

I am a parent / legal guardian

Date of Birth: MM  DD  YYYY  Gender (Optional):  Start Year: YYYY  Last Year Attended: YYYY


Highest Level of Education:


Email  Password (Must be at least 7 Characters)  Re-type Password

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).  
[Already have an account?](#)


**SIGN UP**

Step 3: After creating the account, you should be able to see the button "Order transcript" on the Dashboard.



[DASHBOARD](#) [ORDERS](#) [PROFILE](#) 

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Edit Profile | Edit Profile Picture

**Kristen Ho**

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Your Schools / Organizations:



**High Bluff Academy**


Rancho Santa Fe, CA

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Enrollment Info


**You can now get your credentials!** Here is what is waiting for you at this organization.

Order Your Enrollment Verification




**Order**

Order Your Transcript



**Order**

Order Your Graduation Verification




**Order**

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
[Add Another School or Organization You Attended](#)

## Step 4: Search the college you're applying for in the search bar.



Select a destination

Where would you like to send your credential

 OR 


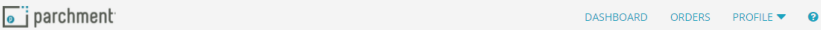
An Academic Organization, Admissions Office, Business, or Other Organization. | Yourself or Another Individual

Search by organization name, e.g. NCAA, Common App, Parchment University;

[Advanced Search](#)

Run a search to select a destination




If you would like to add multiple colleges, please press “+Add Another Destination” and search the next college.



Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

 <b>FROM</b> High Bluff Academy Rancho Santa Fe, CA	 <b>TO</b> University of California San Diego (Undergraduate Admissions) LA Jolla, CA, 92093-0021	<a href="#">Delete this item</a>								
 <b>Transcript</b> Delivery Method Electronic <a href="#">Switch to Print &amp; Mailed</a>	When do you want this sent? <input type="text" value="Send Now"/>	<table><tr><td>Credential Fee</td><td>\$3.95</td></tr><tr><td>Shipping / Handling</td><td>\$0.00</td></tr><tr><td>Subsidized</td><td>\$3.95</td></tr></table> <p><small>Subsidy provided by: High Bluff Academy</small></p> <table><tr><td>Item Total</td><td>\$0.00</td></tr></table>	Credential Fee	\$3.95	Shipping / Handling	\$0.00	Subsidized	\$3.95	Item Total	\$0.00
Credential Fee	\$3.95									
Shipping / Handling	\$0.00									
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Item Total	\$0.00									

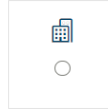
Total Credential Fees	\$3.95
Total Shipping / Handling	\$0.00
Total Subsidized Amount	-\$3.95
<b>Order Total</b>	<b>\$0.00</b>

OR

If you would like the transcript to be sent to yourself/ if you can't find the school in the search bar, press "Yourself or Another Individual" and input the information of yourself/the school.

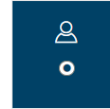
### Select a destination

Where would you like to send your credential



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

#### Enter Order Details:

##### Delivery Method

- Electronic Delivery (Email)
- Printed & Mailed

I am sending this order to myself

By sending to yourself, a copy of your credential will be added to your Parchment.com account

##### Destination Name

Name of Institution, Business, Person, etc

##### Attention Name (optional)

Ex: John Smith

##### Recipient Email

Ex: recipient@example.com

##### Retype Email

Ex: recipient@example.com

Save & Continue

\*If you have any questions, please email us at [info@highbluffacademy.com](mailto:info@highbluffacademy.com)\*