

# TRANSCRIPT REQUESTS

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Coastline College has retained Parchment to accept transcript orders online via a secure website. Official transcripts must be ordered online.

**Current students:** Visit the MyCoast Portal (<https://www.coastline.edu/mycoast.php>) to access Parchment ordering service.

**Former students:** Visit the Coastline Transcripts (<https://www.coastline.edu/admissions-and-records/records-and-transcripts/transcripts.php>) webpage to access the online ordering service.

**Students on Campus:** Will have access to computers for online ordering at the Fountain Valley Student Services Center and at the Garden Grove, Westminster-Le-Jao and Newport Beach Campuses.

The first two transcripts and/or verification of record are provided free. Each additional transcript or verification of record costs \$5.

For more information, including fees for expedited processing, please visit the Coastline Transcripts (<https://www.coastline.edu/admissions-and-records/records-and-transcripts/transcripts.php>) webpage. Please note that Coastline College does not offer same day transcript service.