

HOW TO REQUEST YOUR COLLEGE TRANSCRIPT!

If you have completed at least one class at either Oxnard, Ventura, or Moorpark College, you must request an official copy of your college transcript and send it to Condor High School's Counselor, Stephanie Riegert, (see address below) to receive your extra high school credits.

Requests to the college must be submitted by the student to comply with federal privacy law.

STEPS TO FOLLOW

Go to www.oxnardcollege.edu/transcripts. On this page click on your **MyVCCCD Portal** in the upper right of screen. Enter your username and password.

1. Under “My College” tab, click on “Order Transcripts” box.
2. Click on [Access the Transcript Ordering Site](#)
3. On this page, click on the line **below the text box** that says,
“Or [Send to Yourself, Another Individual, or Third Party](#)”
4. Select and click on the “eTranscript” option, which is free for the first two transcript requests.
5. **College Attended:** Choose school from drop-down menu.
Recipient Name: Stephanie Riegert
Email: stephanie.riegert@oxnardunion.org
Purpose: Other
Press Continue
6. On this screen you might be asked for your birthdate. Once entered it automatically takes you to the next page.
7. Checkout
8. Next
9. Confirm

The college district may change the steps above.

If you have any questions please call the CHS Counseling office at
805-385-5255 or Ms. Seibel at 805-834-1481