Transcript Request Instructions
Please review the following instructions before submitting a transcript request.

Official Transcripts

1. Submit all official transcript requests through Parchment.
2. Once you have submitted your request through Parchment, email **frontdesk@myqca.org** to notify the front desk that your request has been submitted.

Unofficial Transcripts

To request an unofficial transcript, email **frontdesk@myqca.org** and include your full name and date of birth.

Processing Time

Please allow **3 weeks** for all transcript requests to be completed.

Jazakallahu khairan for your patience and cooperation!