

NEED A TRANSCRIPT?

Transcript requests can now be done online

Creating an Account:

- 1) Go to www.parchment.com
- 2) Click on the box at the bottom that says, "SIGN UP"
- 3) Click on the circle that says you are a student.
- 4) Enter your email address, password and security questions/ Click Save and Continue
- 5) Enter your identifying information and username. Click **Continue**.
- 6) Agree to the Parchment terms of service and click on parent permission circle.
- 7) Enter contact information (City, State, Zip code and phone number)
- 8) Choose to "OPT IN" or "OPT OUT" of putting your information out there for colleges and scholarship organizations. (know you will get a lot of mail if you opt in)
- 9) CLICK SUBMIT
- 10) Activate your account by responding to the confirmation email you will receive from Parchment. (Be sure to check your 'junk' folder if you do not see the email).
- 11) Enter enrollment information (date started and year you will graduate)
- 12) Parent signature (sign with the mouse, DO NOT NEED A CODE)

Parchment Secure Transcript Ordering – Using Your Account:

- 1) Go to www.Parchment.com
- 2) Enter your **email address** and your **password** and click **Sign In**.
- 3) Go to MY TRANSCRIPTS then the DELIVER tab then ACADEMIC INSTITUTIONS to request a transcript.
- 4) Follow the instructions for selecting colleges to which your transcript should be sent. For other organizations, such as scholarship providers, click the link under "Select Other Destinations" or "NCAA" and enter the information requested.
NOTE: You may click on the **Order Status** tab to view the current status of any transcript you have already ordered. You will also receive emails confirming the progress of your transcript requests at each step in the process.

**If you have any problems during the registration or ordering process please go to www.parchment.com – click on "contact us" select "students/parents" and fill out the form with your name, school name, and details of the issue you are having.