

Instructions for Ordering a Transcript

- Locate the email from parchment.com in you student email
- Click on the Green box that says “**Finish setting up your Parchment Account**”
- Replace the email address with your personal email address because your dsd email has been used to create this account. After graduation, however, you will no longer be able to access your dsd email account.
- Create a password
- Complete the account information
- Follow directions to order a transcript, the transcript will be sent electronically to the destination of your choice. You will use this option for most colleges/universities.
- If you need a transcript printed out for a scholarship or other purpose you may have one sent to the Counseling office for you to pick up by doing the following:
Under Select a Destination click on **Yourself or Another Individual**
Under Delivery Method click on **Electronic Delivery (email)**
Unclick the box next to “I am sending this order to myself”
Fill out the rest as follows:

Destination Name: LHS

Attention Name: Mrs. Wall

Recipient email: jewall@dsdmail.net

Retype email: jewall@dsdmail.net

Follow directions to complete your order

Come to the Counselors office to pick up printed transcript