

IMPORTANT THINGS TO NOTE

Remember that your school has your transcript. If you track your order and see **Order submitted to school** as your order status, please contact your school if you are concerned about a delay in processing your order.

ELECTRONIC AND PAPER TRANSCRIPTS

Sending and receiving electronic transcripts is fast, easy, and secure, but we know that there may be times when you need to send paper transcripts. Since some schools in the Parchment network may only want to receive electronic transcripts, you may not be presented with a choice of delivery methods.



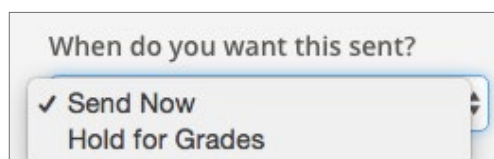
For electronic transcripts, the recipient will either receive an email with a link in it to access your transcript, or, if the recipient is a school that is part of our Parchment network, the electronic transcript will land in their Parchment account.



For paper transcripts, you have the option to send your transcript by USPS mail or overnight delivery. We use FedEx for overnight delivery. FedEx does not deliver on Saturdays and Sundays. Remember that your school must approve and process your order before we can send your transcript, so if you select overnight delivery, your transcript may not be delivered the next day if there is a delay with your school processing your order.

SEND YOUR TRANSCRIPT NOW OR WAIT UNTIL YOUR NEXT GRADES ARE ON IT

During your order, you will be presented with a drop-down menu where you can select if you want to wait until your next grades are in before sending your transcript.



When do you want this sent?

- ✓ Send Now
- Hold for Grades

TRACK YOUR ORDER

You will receive regular email updates, and you can always sign in to your account to track your order.

NEED MORE HELP?

Visit our [Help Center](#) if you need any help along the way. We have help topics and videos, and you can submit a support ticket to contact us.