

# Order your official High School Transcript



## Before you place your order

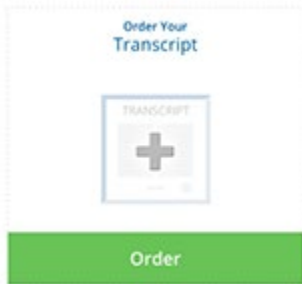
- You must have an account with us. Go to our [Sign up page](#) if you need help creating an account.
- You must have added the school you attended to your account. Usually this is done during the sign up process but if you haven't done this, go to the [Add a school page](#).  
If you graduated in 2016 or prior select [Niles Community High School](#).  
If you graduated in 2017 to present select [Troy College and Career High School](#).

## A few things to note

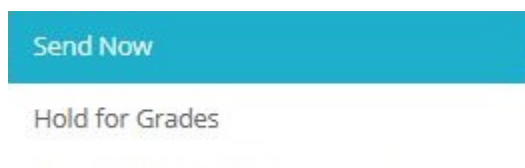
- Your school has your transcript\*. When you place an order, your request lands in your school's Parchment account where they approve and process your request.
- You cannot change the destination after you place an order. If you enter the destination incorrectly, we can cancel your order and you can place a new one.
- If you need to send other documents along with your transcript, talk to your school about it because they may be able to attach them when they upload your transcript.

## Place an order

1. Click the green **Order** button. If you don't see this, then you haven't added your school to your account. To do this, click + **Add another school or organization you attended**.




2. Select your destination.
  - You can search for a destination, or enter a mailing or email address manually.
3. You'll land on the **Item Details** page where you will:
  - **Select Processing Time** - default option is to Send Now,
    - if you would like to wait until your next grades are in before sending your transcript, select **Hold for Grades** from the drop-down menu.
    -



- **Confirm Consent** - You will want to complete the following selections. If you've provided consent previously, you may not have to do anything here. Otherwise, this is where you (or your parent/guardian) authorizes Parchment to release your transcript from your school.
- Use your mouse or stylus to sign your name in the box.

- Type your name into the box and check the box to confirm that you are authorized to order the transcript.

- For minors, a parent must sign in the box, type their name, and check the box that certifies they are authorized to order the transcript. However, if you are a minor and ordering your college transcript, you can sign.
- Your total charges appear in the top right corner of the page and include any shipping fees. **\*\*This process is free until August 1<sup>st</sup> after your graduation.\*\***
- Click **Continue**.
- 4. You'll be taken to the **Order Summary** page where you will want to review your order.
  - To make any changes, click on  (**Edit Order** button).
  - To add another destination to your order, click **+ Add Another Item for Student Name**.
  - Click **Continue**.
- 5. You will make a payment, if applicable (we accept Visa, Mastercard, Discover, and American Express). Enter your payment and billing information and click **Submit Payment**.

### What happens next

1. A confirmation email containing your DID (order) number is sent to the email address associated with your Parchment account.
2. Your request lands in your school's Parchment Transcript Services account and they will review your order.
3. Once your school approves and processes your order, we will send your transcript. There may be instances where your school will print your transcript themselves. You will be notified by email in either case.