

# PARCHMENT

Click button below for Parchment.com



## PRICING

For current students, the first 4 transcripts are free, after that they are \$2.00 per electronic transcript (an additional \$2.50 will be added for any mailed transcript). If ordering to "The Common Application" it counts as only 1 order. Alumni transcripts are \$4.15.

## CURRENT STUDENTS

### STEPS FOR STUDENTS TO SET UP THEIR PARCHMENT ACCOUNT

1. Log onto your "edtools" email (student #@edtools.psd401.net) and look for an email from Parchment (It is probably in your Junk or Spam folder) Open the email and click on the green button "Finish Setting up your Parchment Account".
2. You'll see the page to register. Fill in all mandatory fields marked with an \*(asterisk). IT IS IMPERATIVE THAT ALL INFORMATION IS ENTERED CORRECTLY BASED ON YOU, THE STUDENT. Do not use a nickname, or your preferred name. Please enter your full legal name.
3. At the section "Colleges, scholarship programs, and other institutions are looking for students like you". Check the box NO. You can go back and change that to yes at any time if you'd prefer.
4. FERPA Privacy Rights - check "I do waive my right to access"
5. The box should already be checked for "I authorize a copy of my credentials to be stored in my Parchment account where I can view and manage the document(s)". This automatically orders a "self-view" copy of your transcript for you to view in your profile.
6. Click both of these boxes: "I have my parents' or legal guardians' permission to create this Parchment account." And "I agree to the Parchment terms of use and service agreement". Then click Let's go!
7. Some students will need to add Peninsula High School to their profile. In order to do this, click the blue + in the middle of this picture.



8. In the search bar, type "Peninsula" and click "Search." A list of schools will pop up. Click the "Add" button next to Peninsula High School.
9. Now you're ready to order Official Transcripts. You can either logout from the Profile dropdown menu or proceed to Step 10 to submit an order.
10. Click on "Order" and type in the name of the institution, college, or university you're looking for and hit "Select" (try typing in the school name a few different ways if it doesn't come up the first time, i.e. WSU, Washington State University), Continue through each step until your order is complete.

**UNOFFICIAL TRANSCRIPTS-** can be viewed and printed from your Parchment Dashboard. Click on the picture of your transcript to expand the view, the print tab is in the upper right hand corner. To UPDATE, scroll to the bottom and click on the UPDATE tab. It takes approximately 24 - 48 hours to see the new copy. After each semester, you will need to UPDATE to see the most current view.

**THE COMMON APPLICATION** - type *the common app* in the search bar and select. Below is an example of what you will see, be sure and have your Common App ID accessible.

the common app

[Advanced Search](#) ▾

 The Common Application

If you submit your application to Common App member colleges at [www.commonapp.org](http://www.commonapp.org) and your counselor accepts your invitation to submit the associated school forms online, you can request Parchment to send your transcript to the Common App to be made available to ALL Common App member colleges to which you applied or will apply online through the Common App site.

If you apply to a Common App member college through a different process (i.e. through a paper application or a different online application) or your counselor does not accept your invitation to submit the associated school forms online, you must place separate orders for each college.

Enter your Common App ID:

## ALUMNI TRANSCRIPTS

### STEPS FOR ALUMNI TO CREATE A PARCHMENT ACCOUNT

1. Go to [www.parchment.com](http://www.parchment.com) and click "Create Account" in the upper level corner of the page.
2. Click "Create Account" under the picture that says "Learners or Parents."
3. Fill out the required fields and click "Sign up" at the bottom.
4. Parchment will send a confirmation code to the email you provided. You must enter the confirmation code to continue. If you do not see an email from Parchment in your inbox, check your Spam or Junk folder.



5. Add the school you attended. Click the + button in the middle of the graphic.
6. In the search bar, type "Peninsula High School" and click "Search." A list of schools will pop up. Click the "Add" button next to Peninsula High School.
7. After you've added PHS, you may request your transcript. Click on "Order" and type in the name of the institution, college, or university you're looking for and hit "Select" (try typing in the school name a few different ways if it doesn't come up the first time, i.e. WSU, Washington State University), Continue through each step until your order is complete.

## HAVE QUESTIONS?

Contact the Counseling Office at 253-530-4431 for assistance.