

Registering for a Parchment.com account

North Branch High School requires all current seniors to register for a Parchment account. Sending your official transcript electronically to college(s) is faster and easier than sending through snail mail. The general time frame to send your transcript electronically can take up to 3 days from the time of your request. Whereas sending through the mail could take up to 10 days. If you are under the age of 18 you may set up your own account with verbal permission from a parent/guardian and the electronic signature of your parent/guardian to request your transcript. You have been given a handout with your registration code on it: If you do not have a handout, please contact the counseling office for one.

1.) Go to parchment.com/register and enter the code found on your sheet, into the white boxes, press “sign up”. (see below)



2.) On the next screen verify and fill in all fields, make corrections as needed, such as graduation year, name (no shortened or nicknames), birthdate etc. Anything asterisked is a required field. Add a current email address (that you use regularly) and create a password (something you will remember) of at least 8 characters containing both letters and numbers.

3.) Under the “Colleges, scholarship programs, and other institutions are looking for students like you” section, click “Yes” if you’d like to share your information, or click “No” if you’d rather not. (see below)

• If you opt-in, this means that parchment will make some of the information you provide to them available to a variety of colleges and programs, giving them the opportunity to send you information about themselves to see if they fit into your college plans.

COLLEGES, SCHOLARSHIP PROGRAMS, AND OTHER INSTITUTIONS ARE LOOKING FOR STUDENTS LIKE YOU.

Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.

☒ Yes, share the information I provide with those colleges looking to discover me at Parchment.

☐ No, I do not wish to share my information or transcripts with colleges that may be interested in me.

4.) Complete the Family Educational Rights and Privacy Act (FERPA) privacy Rights section. FERPA is a Federal law that was instituted to protect the privacy of your educational records. North Branch High School cannot send your transcript to anyone without your permission. Along with allowing the high school to send your transcript electronically each time you make a request on Parchment, you must decide whether you want to “waive” or “don’t waive” your rights to view any comments that colleges may ask a counselor/teacher to fill out about you. **NOTE:** It is not known if a college will ignore any counselor/teacher recommendations that have not been waived for viewing by a student. But, if you choose to not waive your right and prefer to read the comments made, colleges could view these statements made by your counselors/teachers as restrictive and not as forthcoming which in turn could be not very useful to them.

5.) Click Save & Continue.

6.) On the “Sign the Transcript Request Form” page:

a. Use your mouse or stylus to sign your name in the box.

-- **For minors, a parent must sign**, type their name, and check the box that certifies they are authorized to sign.

b. Check the box to confirm that you are authorized to order the transcript, and then type your name into the box.

c. Check the last box if you want a copy of your transcript stored in your Parchment account. If you check this box, it means that you will receive an [unofficial electronic copy](#) of your transcript and it will be delivered to your Parchment account. You may also be able to view a student copy of your transcript on Skyward (found in your Portfolio section).

7.) Click “Save & Continue”.

8.) Next: click “Transcripts”.

a. You now need to find the high school that has your HS transcript. If you haven’t added your high school yet, you’ll see a screen like the one on the right. Enter your school name and click Search.

Choose North Branch High School, Michigan

(**not North Branch High School, Minnesota**) and click the “Deliver Latest Transcript” tab.

DELIVER LATEST TRANSCRIPT

9.) Now you’re ready to select where you want your transcript to go.

a. Go to “Select your destination” and choose “Academic Destinations” to send your transcript to a college or university.

b. Fill in the fields and enter the name of the institution in the “Institution Name” box and click “search”.

c. Select your institution, click Save & Continue, or Save & Add Another to send your transcript to multiple destinations.

d. Confirm your destination(s) and delivery details. **There is no charge to send your transcript to a college in Michigan.** If you see a delivery charge, please confirm where your request is being made. If you request an official transcript for yourself, parchment will place a charge to you at the time of your order. If you don’t need an official copy of your transcript for yourself, you may review a student copy on Skyward or view the unofficial copy stored in your Parchment account. If you are in need of a transcript to be sent to a college outside of Michigan, please contact the counseling office for directions.

e. Under Transcript type, you can select “Current transcript” or “Next grading period transcript”. If you are applying to a college, it is best to select “Current Transcript” so that your application to the college is not held up. But, if you have already been accepted to your chosen college and would like that college to be aware of your grades throughout your senior year, you may choose “Next grading period transcript” and an updated transcript will be sent to the college at the end of the trimester/semester. Also, some colleges may ask you to have your transcript sent at the end of each trimester/semester. If this is the case, you would request your transcripts and choose the “Next grading period transcript”. Remember, **you** need to make this request each marking period.

10.) Once you have confirmed your transcript request is being sent to the correct college and that any delivery charges are correct, you may submit your order.

If you have any questions or would like to learn more about Parchment options, please go to the “Guidance and Counseling” webpage at North Branch High School. Choose the tab “Requesting your High School Transcript” and click on the “Parchment Guide to Ordering Transcripts” link.