

# USE PARCHMENT TO ORDER YOUR TRANSCRIPT ONLINE!

## *Directions to create your account at Parchment:*

1. Go to <http://www.clark-shawnee.k12.oh.us>
2. Scroll to bottom of the page and click on the button that says "Order my transcript"
3. Then click on the middle picture that says "New Learner Account" and type in the information necessary prior to clicking the green button that says "Sign Up"
4. The next screen says that a verification code has been emailed to your email, so check your email for the code and enter it in the box, then click "submit."
5. Choose your privacy settings and then click on "submit"
6. Now you will be at the transcript ordering page, so click on the green button that says "Order"
7. Click on the blue box that says "An academic organization, Admissions Office, Business, or Other Organization" and then type in the name of the college/university in the search box-next click the green button that says "SEARCH"
8. Choose which institution is the correct one and click on the blue "SELECT" button
9. When you get to the "Order details screen," make sure the school is correct and that you do not owe anything. If there is a cost involved, then you have done something wrong or requested a paper copy (which costs a mailing and processing fee). Electronic requests-unofficial or official-are free for you until you graduate. After August 1 of your graduating year, there is a minimal processing fee for a transcript.

***NOTE: AN OFFICIAL ELECTRONIC COPY OF YOUR TRANSCRIPT CANNOT BE SENT TO YOUR PERSONAL EMAIL ACCOUNT; IT CAN ONLY BE SENT FROM PARCHMENT TO ANOTHER COLLEGE/INSTITUTION/NCAA/NAIA/BUSINESS/FOUNDATION/ETC. IF YOU REQUEST A TRANSCRIPT TO BE SENT TO YOUR PERSONAL EMAIL, IT WILL BE CANCELLED.***

10. The guidance department approves transcript requests on a daily basis.