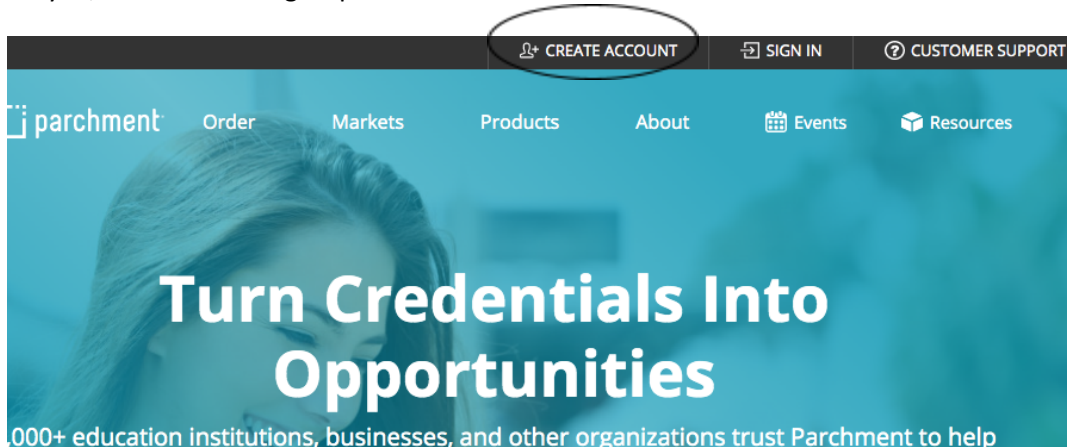
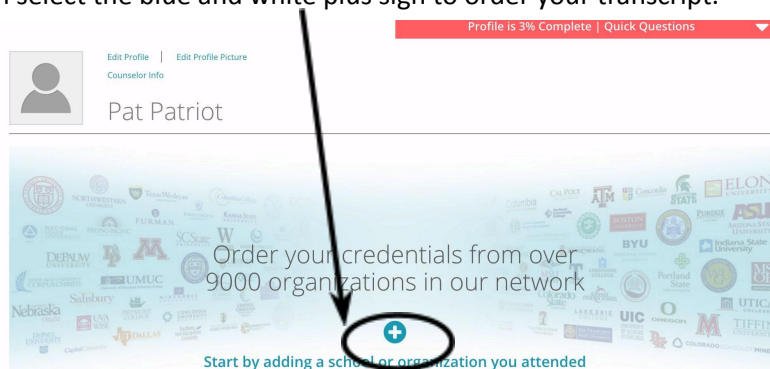


Creating a Parchment Account

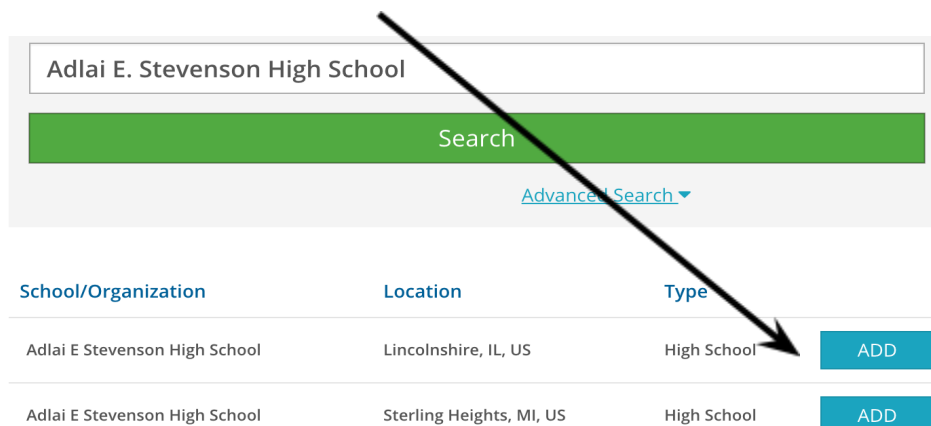
- Please note, that if you have previously created an account, please skip this section and refer to the backside on how to order a transcript.
- Go to www.parchment.com.
- Select “Create Account” - Select the Learners/Parents icon. Complete your full legal birth name, date of birth, highest level of education, email (***non-district email***), and create a password (at least 10 characters long). We recommend using Parchment for transcripts only. If you want to limit the emails you receive, check the “No, I do not want to be discovered by...,” then select “Sign Up.”



- Parchment will send you an email with a verification code.
- Once logged in select the blue and white plus sign to order your transcript.



- Type in Adlai E. Stevenson High School in the “Add Your School or Organization” Search bar and select “Search.” Select “Add” next to our high school; ***be sure to select Illinois and not Michigan.***

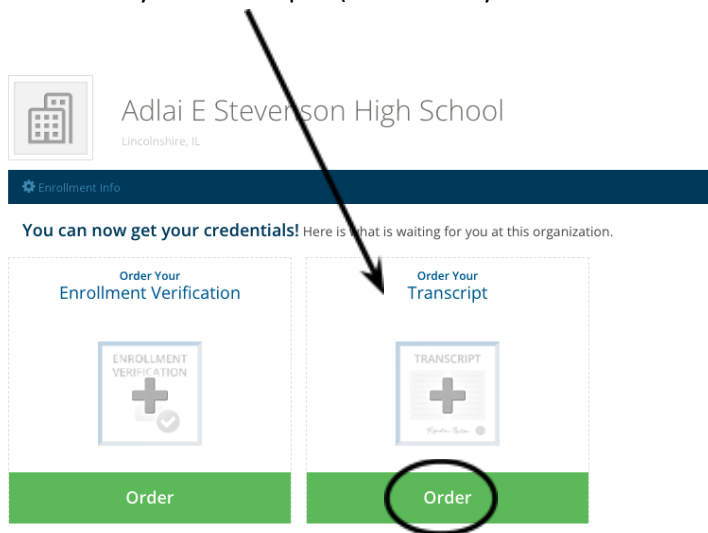


- Complete the enrollment information. If you started at Stevenson High School as a freshman, your “Earliest Year” should be 2019. Your “Expected Grad Year” should be 2023.
- FERPA Privacy Rights - we recommend waiving your right to access. If you have questions about this area feel free to reach out to your counselor or the post-secondary counselors. Select “Consent and Request” when finished.

Ordering Transcripts (Credentials)

Please note: If using Common App as the application for a college, the transcript will be sent via Common App by your counselor and a Parchment request will not be needed.

- Login to Parchment.com (if already created an account).
- Select “Order your transcript.” (not “Order your Enrollment Verification”).



- In the search box, type in the organization/college you wish to have your credentials (transcript) sent. Click the “Select” button next to the correct listing (look for the “undergraduate” option).
- Under “When do you want this sent?” select “Send Now.” *Only select “Hold for Grades” if you are waiting for the current semester to finish.*
- Sign the box with your finger or mouse (or have a parent/guardian sign if under 18), type your name, check the certification box, and select “Continue.”
- On the next screen, select “Complete Order” once you verify the accuracy.
- You can track the status of your transcript in the “Order” tab to ensure your college or university has received it.

Tips:

- Remember, you can (and should) ignore the directions to complete your profile.
- The processing time of your transcript may take at least three weeks at the college level.