



**Parchment-Request Transcripts**  
<https://www.parchment.com>

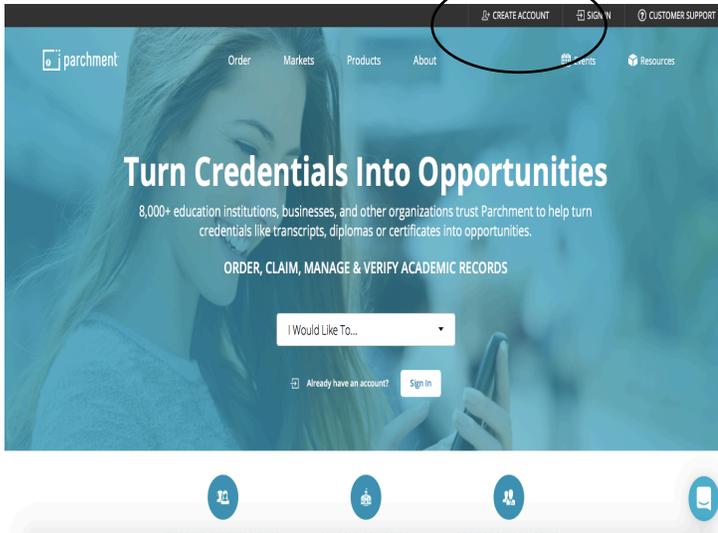
1 You will need to create an account the first time you register. Click **“Create Account”**

**Have a registration code.**

- If your registration code is in an email that your high school sent you, click the **Register Your Free Account** button in the email and then follow the onscreen instructions.

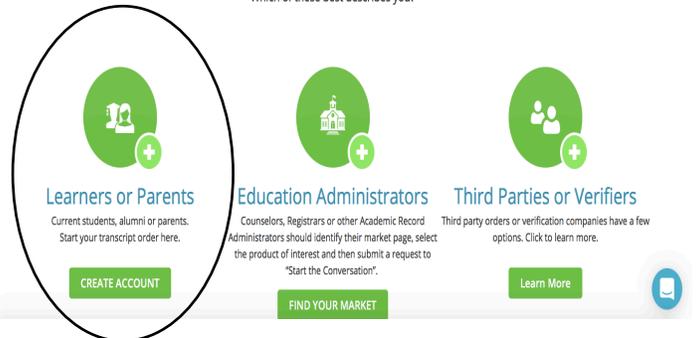
-If your registration code is on a handout that your high school gave you, go to [Have a Registration Code?](#) In step 3 and enter code.

Already have an account, click **“Sign In”** and go to step 7.



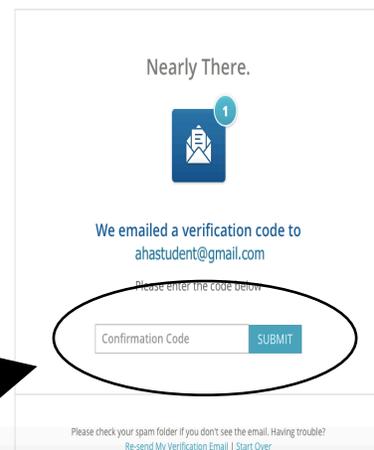
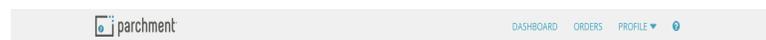
## Create Account

Which of these best describes you?



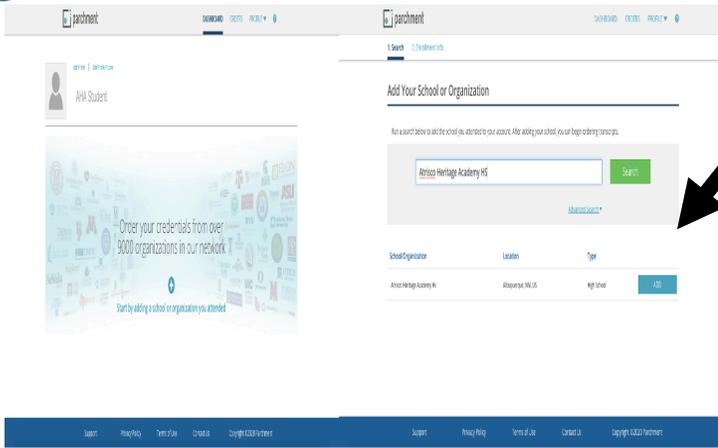
2 “Learners or Parents” is the account that best describes you. Click **“Create Account”**.

3 Enter your information, make sure to use your personal email **NOT** your school one. Select a password that you will remember.



4 Once your account is created, you will need to enter the confirmation code you received in your email. You may also verify your email through the email you received if the code does not work.

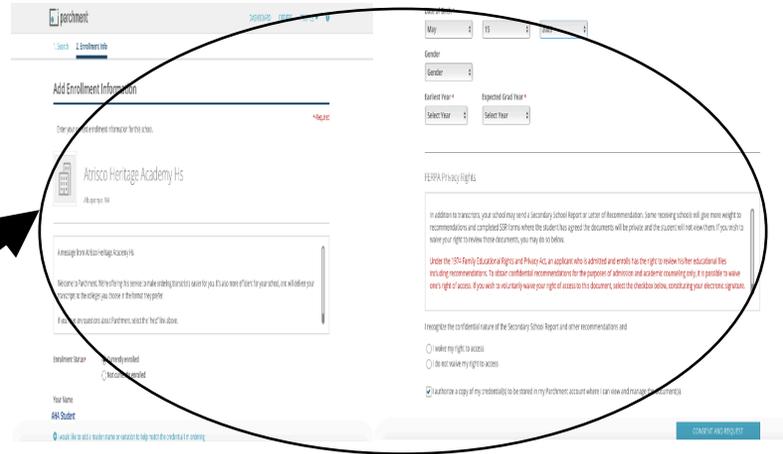
5



Select the plus sign to add the school your attending. Search **"Atrisco Heritage Academy HS"** once it populates click the **ADD** button

6

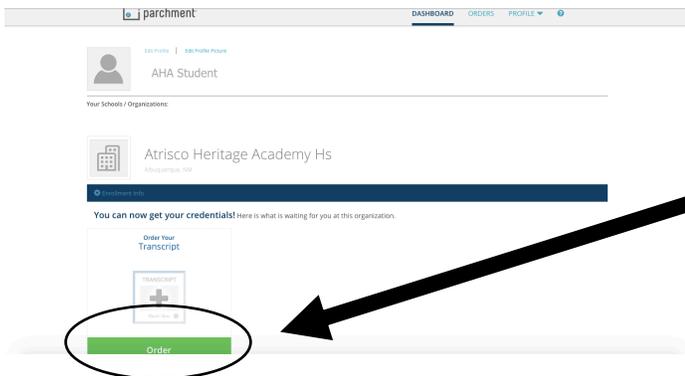
Fill out the enrollment information. For the earliest year and graduation year it is usually 4 years difference. Once you completed all of your information click **Consent and Request**.



Once you are on your dashboard you can edit your profile to add test scores, college information and extracurricular activities. (This not required but recommended).

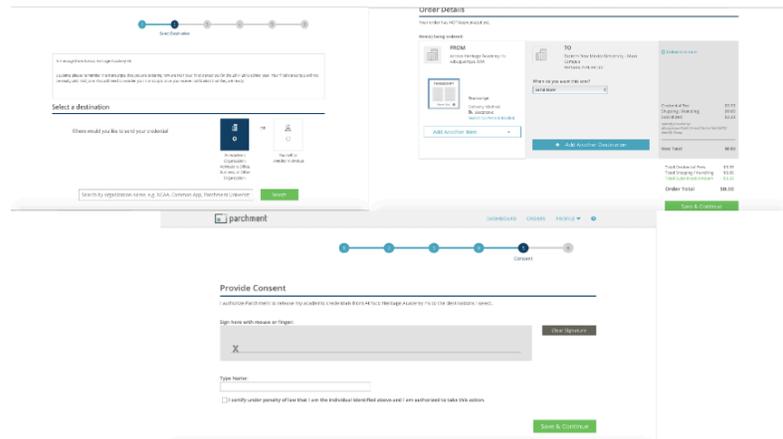
7

You can order your transcript by clicking **"order"**



8

You will select if you would like to send your transcript to an organization or yourself. There is a search box to find and add an organization. Once you select your organization or enter your information you will save and continue. There should be no cost for you. You will need to provide you signature and verify yourself.



9

Your order has been submitted!! You can add more orders or click **"I'm Done"**. You will receive a confirmation email. You may track your orders from your dashboard under the **Orders** tab.

If you have any questions about your transcript contact your school counselor. If you need an official transcript for an organization not on parchment, have questions or need assistance with parchment contact your school registrar.

**Order Confirmation**

Thank you for your order. You will receive an email confirmation shortly.

Your order has been sent to your school for fulfillment. Thanks for using Parchment!

Order Total: \$0.00

How else may we help?

**Track your Order**  
See the status of your order and find out when it's delivered

- Go to your Parchment Account
- Create Another Order
- Help Center