

To order Transcripts:

Go to: www.parchment.com Transcripts are sent free of charge until August 1st of the year you graduate!

You will need to **create an account** if you have never logged in before.

- Students need to choose the **learner account**.
 - Complete the personal information and enter your email and password
 - After clicking **Sign up**, check your email for the verification code and then enter it into the screen you were just on.
 - Now you can start ordering transcripts.
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- Click the **Order** button at the top of the page. You will need to click on: **+Add** school or organization you attended. You will need to add Opportunity Middle College as your high school (you will only use your home high school at the end of the year to send your final transcript)
 - At the bottom of Opportunity Middle College, select the **Order** button and select your destination by entering the name of the institution where you want your transcript sent and click the **add** button (make sure you click Undergraduate NOT Graduate program.)
 - To send your transcript to another destination, click **+ Add Another Destination**.
 - Your total charges appear on the right side, and include any shipping fees. **This will remain free for students until the August 1st of the year you graduate.**
 - Click **Save & Continue**.
 - Preview your order and if everything looks correct, click **Save & Continue** again.
 - Continue following directions until you can click **Checkout**.
 - Transcripts requested after August 1st of the year you graduate will be charged a fee.