

## HOW DO I REQUEST A TRANSCRIPT?

1. Go to the RHS website to create an account with Parchment
2. Click on **Counseling**, then **Transcript Requests**
3. Click **Order My Transcript**
4. Click **New Learner Account**
5. Select **I do not have a registration code (provided by my school)**

If your graduation year is:	Start Year	Last Year Attended
2022	2018	2022
2023	2019	2023

### IMPORTANT:

- o Do **NOT** use your isd728.org email. Use a personal email that you will have access to after you graduate
- o Select **NO** if it asks: **I am interested in colleges and scholarship programs discovering me through Parchment.**
- o Choose **Waive** your rights
- o Keep this boxed checked: **I authorize a copy of my credential(s) to be stored in my Parchment account**

### Now You Are Ready To Request A Transcript

1. Click **Order**
2. Select **Academic Organization, Admissions Office, Business or Other Organization**
3. Enter the name of the institution and click on **Search**

Electronic transcripts ordered while you are in high school are free. It may take several days for your transcript to be approved by RHS. You can [track your order online](#).

### Questions

If you have questions, contact Parchment by selecting the arrow down button in the upper right hand corner by your name and select **Help Center** and **Contact Us** or check the Help/FAQs Section.

## Store a copy of your transcript in your account

If you are ordering your high school transcript, you will have the option to store a copy of your transcript in your account when you place your order (for free). This transcript will be available for you to view at any time. However, it cannot be used as an official transcript and cannot be sent anywhere.

I also authorize a copy of my transcript to be stored in my Parchment account where I will be able to view and manage this document, and can use it for various optional services.

**The transcript stored in your Parchment account WILL NOT update automatically, so you would need to request to have the latest version of your transcript delivered to your Parchment account.**

To access your stored transcript:

- Log in to [Parchment.com](https://Parchment.com).
- Click **Transcripts**.
- Click **View** next to your stored transcript.

To request to have an updated transcript stored in your account:

- Log in to [Parchment.com](https://Parchment.com).
- Click **Transcripts**.
- Click **Update now** to request your stored transcript.