



TRANSCRIPT REQUESTS + GRADUATION VERIFICATION

Haddam Killingworth High School has partnered with **Parchment™** to send your official transcripts quickly and securely as well as for graduation verifications. Parchment provides secure electronic transcript delivery nationwide and up-to-date document tracking through email notifications for registered users.

Per the [Family Educational Rights and Privacy Act](#), student records are only available to authorized individuals. For students under 18, the student, parent, or guardian may request records. For students 18 and older, school records will not be released to a parent or guardian without the student's written consent. To request records other than a transcript, please email HKHSguidance@rsd17.org for assistance.

Transcripts for Current HKHS Students:

- See your high school guidance counselor or the guidance secretary for both unofficial and official transcripts. Do **not** submit a Parchment request. There is no fee for current HKHS students.
- Final transcripts for graduating seniors will automatically be sent by the guidance office to each student's chosen school based on the Post-Secondary Senior Survey students complete in late May/June of their senior year. This typically happens within 1-2 weeks of graduation. Students and parents do **not** need to request that this be done **unless** the student changes what school they will be attending after graduation. If so, they should email both their counselor and the guidance secretary regarding the change.
- Please note that credit earned through Early College Experience (ECE) courses will require a separate formal transcript directly from UCONN. Students must request these themselves through [UCONN's Parchment link](#). If you have questions regarding a UCONN transcript, please visit <https://registrar.uconn.edu/transcripts/>.

Transcripts for High School Alumni:

- Set up a Parchment account using the Haddam Killingworth High School Parchment link below. No registration code is required.
- Place an order for your high school transcript to be delivered to your required destination(s). Please note there is a fee for this service and requests are processed within 5 business days.
- If your destination does not accept electronic transcripts, you may request a copy by mail. Please note that there is an additional charge for postage.

Graduation Verifications of HKHS Alumni:

- Visit the HKHS Parchment link below to request a graduation verification.

[Haddam Killingworth High School Parchment Link](#)

If you have any questions, please refer to the [Parchment Guide to Ordering Transcripts](#) or [Parchment's FAQ Guide](#). If you continue to have issues, please contact HKHSGuidance@rsd17.org for assistance.

For questions about registration, the ordering process, or issues with their website, [contact Parchment](#) directly.
