

Register for a Parchment.com account

You must create an account before you can request your transcript.

Go to Parchment.com, click **Sign up**, and follow the onscreen instructions.

A COUPLE THINGS ABOUT REGISTERING

- If you get an error telling you that a valid password is required, make sure your password is at least 8 characters long and contains both letters and numbers.

REGISTRATION CODES (HIGH SCHOOL STUDENTS ONLY)

- If your high school sent you an email to register, click the **Register Your Free Account** button in the email and then follow the onscreen instructions.
- If you need your **registration code** **resent to you** please ask **Mr. Bruno** (bruno@las-116.org) to **resent it to you**.



OPT-IN TO SHARE YOUR INFORMATION

During the registration process, you will be presented with a pop-up screen asking if you'd like to share your information with colleges and/or employers looking for people like you. Click **Yes** if you'd like to share your information, or click **No** if you'd rather not.

- If you opt-in, this means that we will make some of the information you provide to us available to a variety of colleges and programs. The colleges and programs can then send you information about themselves, so you can see if they fit your plans.

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Order your transcript

- Log in to Parchment.com. Or, if you haven't registered yet, go the [Sign up](#) page and follow the onscreen instructions to register.

- Click **Transcripts**.

- You now need to find the school that has your transcript.

- Enter your school's information and click **Search**.
- If your school is already listed, click **Send Transcript** and go to the **Select your destination** help topic.
- If you want to add another school, click **Add another institution**. [➔ ADD ANOTHER INSTITUTION](#)

- When you see your school listed, click **Select**.

- If your school does not appear or you see **Transcripts Unavailable**, please contact your school to request your transcript.

TRANSCRIPTS
UNAVAILABLE

- If you are able to order transcripts from your school using Parchment, you will be brought to the **Enrollment Information** page.

- Select if you are currently enrolled or not enrolled.
- Check the box if the name on your transcript is different to your name today. You will then enter your name when you were enrolled in the text boxes provided.

ENTER YOUR ENROLLMENT INFORMATION

Enrollment Status
☐ Currently enrolled
☒ Not currently enrolled

Your Name
 Cristina Doe
☒ My name on my transcript is different

Name When Enrolled
 Cristina

Date of Birth
 10/10/1988

Gender
 Female

Years Attended
 2004 - 2008

- Enter your date of birth if it is not already filled in.
- Select your gender.
- Select the years that you attended this school.

- Under FERPA Privacy Rights, select you'd like to waive your FERPA rights to read your letters of recommendation.

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7. Click **Save & Continue**.
8. Enter your address and phone number, and select **Save & Continue**.
9. On the **Provide Consent Signature** page:
 - a. Use your mouse or stylus to sign your name in the box.
 - b. Type your name into the box and check the box to confirm that you are authorized to order the transcript.
 - For minors, a parent must sign, type their name, and check the box that certifies they are authorized to sign. However, if you are a minor and ordering your college transcript, you will be able to sign.
 - c. If you haven't completed high school yet, you will see a box that you can check if you want a **copy of your high school transcript stored in your Parchment account**.

10. Click **Save & Continue**.

11. Now you're ready to select where you want your transcript to go. Go to **Select your destination** on the next page.

SELECT YOUR DESTINATION

You are ready to tell us where to send your transcript. You can send your transcript to any destination.

WHERE WOULD YOU LIKE YOUR TRANSCRIPT SENT?

- You should be requesting to send your transcripts electronically to your schools while you are current students. There is no fee for sending transcripts electronically through parchment for current students through parchment!
- Your counselor or Mr. Bruno can also send your fee waivers through Parchment for you so DO NOT pay to apply to schools until you've spoke to your counselor or Mr. Bruno.

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ACADEMIC INSTITUTIONS

Select **Academic Institution** to send your transcript to a college, university, NCAA, or Common App. However, if you have received instructions to send your transcript to a specific individual or department, use the **Other Individual** tab.

1. Click **Academic Institution**.
2. Enter the name of the institution and click **Search**.
3. When you see the institution, click **Select**.
4. Confirm your destination(s) and delivery details.
 - For some institutions, you will only be able to send your transcript electronically or by mail, and you may not be able to change this. Schools within the Parchment network have a preferred delivery method so they can easily and securely receive transcripts. If you were instructed to send your transcript to a particular individual at the institution, you should use the **Other Individual** tab.

- Next to **Processing Time**, you can select **Send Now** or **Hold for Grades** (This option should only be used to mid-term grades or end of year transcript sends). You should select **Hold for Grades** if you want to wait until your next semester grades are in before your transcript is delivered.
 - Do not send your transcript by mail - use electronic only while a current student.
5. Click **Continue**.
 - You can review your order and edit or remove the destination information.
 - If you want to add more destinations, click **Add Another Item**.
 - When you are ready to complete your order, enter your payment details and click **Checkout**. (Ordering your electronic transcript to send to a college/university as a current RLHS student is free)
 6. You can now track your order.

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