

For current seniors applying to college, the first 3 transcripts sent from the Morton West registrar's office are free and a \$5.00 charge applies after that. The fee would have to be paid to the cashier and the receipt should be included with the transcript request. Students can also send transcripts from an online ordering service called PARCHMENT. Click the Parchment link below, then click on Sign Up, and once an account is created, transcripts can be ordered. There is no charge to send your transcript to the majority of colleges and universities through PARCHMENT. If there is a charge you may want to see your counselor and send your request through the Morton West registrar's office. Some colleges and universities utilize the Common Application or SEND EDU in which your transcripts are electronically sent by your counselor. If you have any transcript related questions, please ask your counselor.

Access the Common Application: [Click Here](#)

Access Parchment: [Click Here](#)

Parchment Instructions: [Click Here](#)