

# NEED A TRANSCRIPT?

St. Clair County Virtual Preparatory Academy fulfills all transcript requests electronically. Both current students and alumni must register for a Parchment account in order to use this service. The registration and ordering processes are quick and simple!

Step 1: Create a Parchment account (or sign in if you already have an account) at <https://www.parchment.com>. (Note: You must have an email address in order to register with Parchment.)

Step 2: When it asks for your current school, we are listed as St. Clair County Virtual Preparatory Academy in the Parchment system.

Step 3: Click Order.

Step 4: Search for the destination to which you want to send your transcript. When you find it, click Select.

- If you are unable to locate your destination, then you may enter it manually. Please note that there is an additional charge for mailed transcripts, so it is best to email them whenever possible.

Step 5: Give consent (only required for first Parchment order) and click Save & Continue.

Step 6: Enter your payment information and you're done!

- The transcript fee is charged per transcript for alumni. Current students are not charged. *\*If you are a current student and the system attempts to charge you, cancel the order and double-check your graduation year.*
- You can request an unofficial self-view transcript at no charge.
- Remember that Parchment will charge an additional fee for any mailed paper transcripts.

Step 7: Use the tracking feature to see when your order has been fulfilled by SCCVPA and downloaded by the recipient. No more lost or delayed transcripts!