



parchment®

Creating a  
Parchment  
Account

# What is Parchment?

- ▶ OTHS has partnered with Parchment to send your **official** high school transcripts quickly and securely to outside institutions including colleges/universities, the Common Application, NCAA and/or scholarship competitions.
- ▶ Official transcripts cannot be sent through Parchment to a personal email address (student or parent or 3<sup>rd</sup> party).
- ▶ An email was sent to all seniors on 8/19 with instructions on how to setup your Parchment account. Today we will walk through those steps.



O'Fallon Township High School

600 S Smiley St, O Fallon, IL, 62269-2399, US



Ordering your own credentials  
or academic records

OR



Ordering on behalf of  
someone else

**A MESSAGE FROM O'FALLON TOWNSHIP HIGH SCHOOL**

TRANSCRIPTS NO LONGER CONTAIN TEST SCORES. If you need to send test scores to a college/university, please send them through the website of the test you wish to send.

All orders are processed during normal school business hours. Transcripts are not processed on weekends.

\*\*Requests for scholarship required transcripts, should be requested well in advance of posted deadlines. \*\*

**START HERE - ENTER YOUR EMAIL ADDRESS**

[Or Click Here if you have a Registration Code](#)

\* Email

Use a personal email (non OTHS email)

# Step 1


# Email Address

# Step 2

## Personal Information

\* All items marked with a red asterisk are required.

### ENTER YOUR PERSONAL INFORMATION

tiffanylugge@gmail.com 

Verify that your email address was entered correctly.

* First Name	Middle Name	* Last Name
* Month Of Birth	* Day Of Birth	* Year Of Birth
* Highest Level Of Education		12 <sup>th</sup> Grade

### ENTER YOUR CONTACT INFORMATION

\* Cell Phone

United States of America

\* Address 1

Address 2

\* City      \* State/Province      \* Postal Code

### CHOOSE A PASSWORD

Keep track of your passwords!

\* Password      \* Retype Password

CREATE ACCOUNT & CONTINUE

# Step 3

# Account Confirmation

To create your account, we need to confirm a valid email address



We just sent you a confirmation email.

To gain access to your account, please check [tiffanylugge@gmail.com](mailto:tiffanylugge@gmail.com) and enter the provided registration code below.

### Example of Verification Code:

Verify Your Email Address

Enter Your Verification Code:  
**MQjffA**

# Step 4

- Select at least one school.
- Type the full name of the school.

## Welcome To Parchment

Ordering transcripts and academic credentials through Parchment has never been easier.



165M+

credentials exchanged



18.7M+

learners served



7.3K+

network receivers

Let's get your journey started with some schools you are interested in, so we can provide you with the best order experience possible!



### SELECT COLLEGES YOU ARE INTERESTED IN

Add up to 5 schools. Don't worry, you can adjust this list later.

Southern Illinois University|

Southern Illinois University - Edwardsville

Southern Illinois University - Carbondale

**This step is required, however by adding a college it does not mean you are sending your transcript. At the bottom, select "No" to be discovered by colleges.**

I'm Done Adding Colleges

# Step 5

## Confirm Enrollment Information

### Enrollment Information

CANCEL ✕

NAME Tiffany Lugge   
DOB SEP 13, 2006


Some additional information related to your enrollment is required below.



O Fallon High School

would like you to provide the following information:

\* Are you currently enrolled?

Yes, currently attending 

\* Your first year of attendance

2021

\* Expected Graduation/Leave Year

2025

\* Please verify your name while attending

- Tiffany Lugge  
 Other name variation or maiden name

Completing this section with correct grad. year allows for free delivery of transcripts for current students.

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

\* All items marked with a red asterisk are required.

Profile is 3% Complete | Quick Questions



Edit Profile | Edit Profile Picture  
Counselor Info

Tiffany Luge

**You do not need to complete your profile section of Parchment.**



Your Schools / Organizations:



O'Fallon Township High School

O'Fallon, IL

Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Enrollment Verification



Order

Order Your Transcript



Order



**To place an order, select: "Order Your Transcript"**



# Step 7

Set Delivery Destination

CANCEL x

Your order will be sent from O'Fallon Township High School to the individual and/or organization at the destination below.

Requests for scholarship required transcripts, should be requested well in advance of posted deadlines. Please note, ACT/SAT scores are NOT included on OTHS transcripts.

For Instructions on how to order self-view please see:  
The OTHS Guidance Transcript Request/Parchment webpage.

\*\*\*PLEASE NOTE TRANSCRIPTS PROCESSING IS NOT INSTANTEOUS.\*\*\*

Show Less ^

**Always use the full name of the college and double check the city and state to ensure the delivery destination is accurate.**

- University of Missouri - St. Louis**  
*Saint Louis, MO, US*
  - University of Missouri - UNDERGRADUATE - Columbia  
*Columbia, MO, US*
  - University of Missouri - Kansas City  
*Kansas City, MO, US*
  - University of Central Missouri  
*Warrensburg, MO, US*
- TYPE: College / University  
ADDRESS: 1 University Blvd  
Saint Louis, MO 63121-4400  
US

# Step 7

Set Delivery Destination

CANCEL x

Your order will be sent from O'Fallon Township High School to the individual and/or organization at the destination below.

Requests for scholarship required transcripts, should be requested well in advance of posted deadlines. Please note, ACT/SAT scores are NOT included on OTHS transcripts.

For Instructions on how to order self-view please see:  
The OTHS Guidance Transcript Request/Parchment webpage.

\*\*\*PLEASE NOTE TRANSCRIPTS PROCESSING IS NOT INSTANTEOUS.\*\*\*

Show Less ^

- The Common Application for Transfer (Transfer Students ONLY)**  
*Watertown, MA, US*
  - The Common Application (First Year Applicants)**  
*Arlington, VA, US*
- TYPE: College / University  
ADDRESS: PO Box 9135  
Watertown, MA 02472  
US

**Note: When selection The Common Application, you will need your Common Application ID number.**

\* Common Application ID



Transcript

For: Tiffany Luge

Parchment is FREE for current OTHS students.



FROM  
O'Fallon Township High School  
O Fallon, IL



TO  
Southern Illinois University -  
Edwardsville

Delivery Method: **Electronic**

Credential Fee: \$4.40

**Subsidized: -\$4.40**

*Subsidy provided by:*

Item Total: \$0.00

\* When do you want this sent?

Send Now

Application ID



PLEASE NOTE: A parent or legal guardian must complete this consent section.



Learners under the age of 18 must have a parent or legal guardian complete this section to certify that legal consent has been given as required under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) authorizing the release of the learner's records.

Your order has not been placed yet. Please review and complete the order below  
Here's your order summary Tiffany

Collapse All

FOR	Luge, Tiffany	1	\$0.00	^
ITEM	Transcript	e	\$4.40	🗑️
FROM	O'Fallon Township High School		-\$4.40	
TO	Southern Illinois University - Edwardsville, Edwardsville, IL			

+ Add another item for Tiffany Luge

Total Credential Fees \$4.40  
Total Subsidized -\$4.40

Order Total \$0.00

COMPLETE ORDER

Final Step: Select "Complete Order"

Step 5



Thank you for your order Tiffany. Your order has been placed.

[Collapse All](#)

FOR	Lugge, Tiffany	1	\$0.00	^
ITEM	Transcript		\$4.40	
FROM	O'Fallon Township High School		-\$4.40	
TO	Southern Illinois University - Edwardsville, Edwardsville, IL			
DID	TESO777H			

Order Date: AUG 29, 2024  
Placed By: Tiffany Lugge

Total Credential Fees \$4.40  
Total Subsidized -\$4.40

Order Total \$0.00

### What happens next?

- Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

[Place Another Order](#)[Continue To Your Account](#)

Congratulations, your transcript order has been placed!

You will receive an email if your request has been approved and processed, "Completed", or if one of the following apply:

- Cancelled – *"OTHS does not send transcripts to private email addresses, student e-mail, guardian work e-mail, or personal home addresses, etc."*
- On Hold - *"Waiting on Student Records Release Form"*