

Welcome Neighboring School Districts!

East Stroudsburg Area School District is excited to announce that we have adopted a new process for requesting academic records through Parchment. This was implemented to improve efficiency for both the school district requesting academic records and our District and will ensure student data privacy and comply with FERPA regulations.

Parchment is the most advanced academic credential management system available allowing academic institutions and employers to request, verify, and share credentials simply and securely to request academic records.

Let's Get Started!

To Request Academic Transfer Files, Visit esasd.net/records

Questions:

I have never requested academic records through Parchment, how do I get access?

1. Create a Parchment Account
2. Go to esasd.net/records

3. Select

SCHOOL DISTRICT TO EAST STROUDSBURG AREA SD ACADEMIC RECORDS REQUESTS - CLICK HERE

4. From the Parchment Award Home Page, Select
5. Complete the Validation Form

Get Verified

Signup Here

I am a:

First Name:

Last Name:

Title:

Email Address:

Phone Number:

State:

School District:

School Name (if applicable):

[Agree to Terms of Use](#)

Submit

6. Receive “Confirmed - Validation Request Received” email
 - a. Confirmation Vetting Process takes 2 days

I have received an email with validation and approval to request academic records, how do I request through Parchment?

1. Go to esasd.net/records


2. Select


3. From the Parchment Award Home Page, Select

4. Choose from the list of schools to place your request
 - a. East Stroudsburg Elementary
 - b. East Stroudsburg EHS North
 - c. East Stroudsburg EHS South
 - d. JMH Elementary
 - e. Resica Elementary
 - f. Smithfield Elementary
 - g. Middle Smithfield Elementary
 - h. Lehman Intermediate


- i. JTL Intermediate
- j. Bushkill Elementary
- 5. Select "Ordering on Behalf of Someone Else"
- 6. Enter your Credential

Third Party Account

 **East Stroudsburg Elementary School**
93 Independence Road, East Stroudsburg, PA, 18301, US


**Ordering your own credentials
or academic records**

OR


**Ordering on behalf of
someone else**

A MESSAGE FROM EAST STROUDSBURG ELEMENTARY SCHOOL

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS

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

* Email

Continue

* All items marked with a red asterisk are required

- 7. Provide student information

You Selected CANCEL ✕

Student Transfer File HS
123 Main St, Denver, VA, 80214, US

Please enter **the learner's information** below

* Learner's First Name	Learner's Middle Name	* Learner's Last Name
* Month of birth ▼	* Day of birth ▼	* Year of birth

Student Transfer File HS

would like you to provide the following information:

* Is the learner currently enrolled?	* Grad / Leave Year
* Select ▼	Example: 2022

Learner's Student ID Number

[Add another name variation or maiden name](#) to help match any credentials I am ordering.

8. Select “Select Transfer File”

Available Credentials CANCEL ✕

The following credentials are available from **Student Transfer File HS**. Start your order by selecting a credential listed below (you can add more later)

Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Student Transfer File

A Student Transfer File includes documents this institution makes available when a student is transferring to another district.

9. Select Continue

Item Details

Student Transfer File

For: Test Test

Date of Birth: Feb 03, 1975
Last 4 SSN:

FROM: Student Transfer File HS, Denver, VA

TO: Student Transfer High School, tpo_test@testing.parchment.com

Delivery Method: Electronic

Credential Fee	\$50.00
Subsidized	-\$50.00

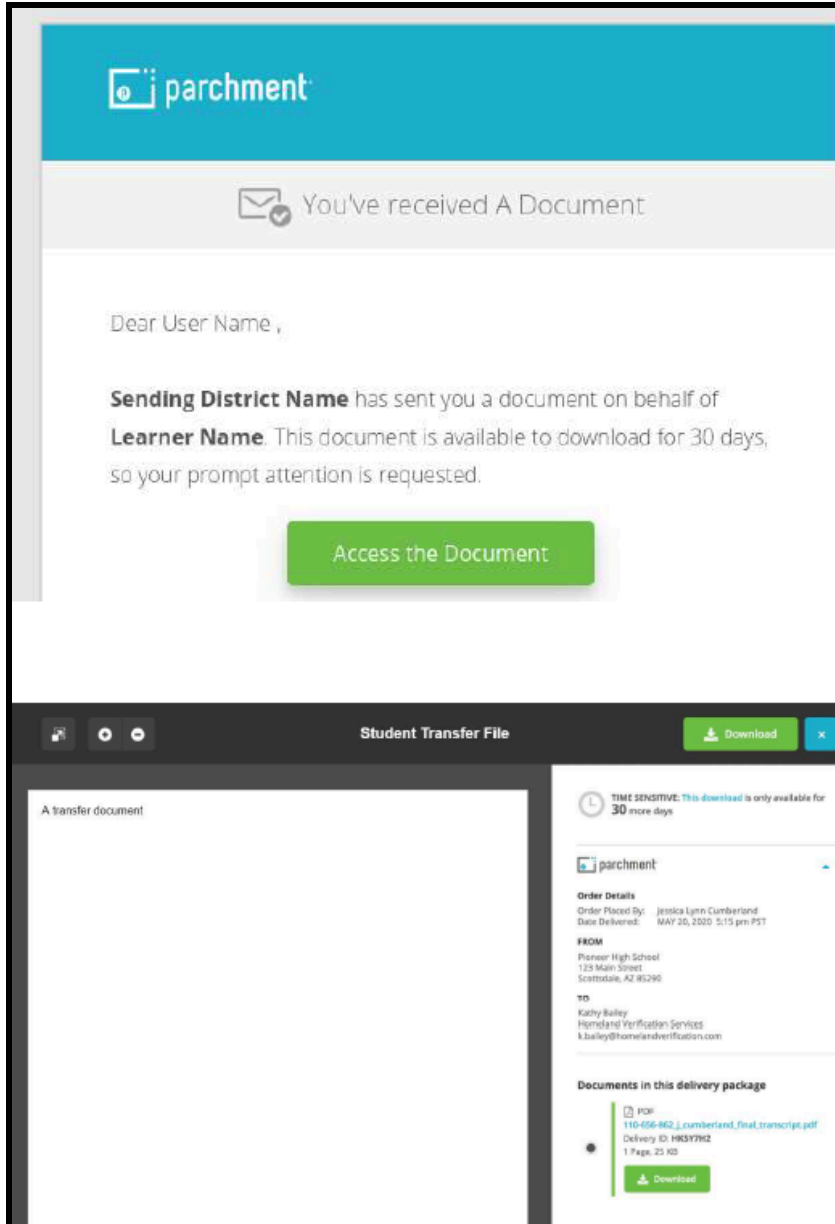
Subsidy provided by: Student Transfer High School

Item Total: \$0.00

CONTINUE

* All items marked with a red asterisk are required to submit this form.

10. Once the order has been fulfilled by an East Stroudsburg Area School District staff member, you will receive an email to download the "Student Transfer File"



Can our LEA have multiple user accounts?

Yes. Your LEA is not limited to the amount of user accounts that can be created. Each staff member will follow the "Get Vetted" process. Once vetted they may continue to make as many academic records requests as needed.