

# ORDER YOUR TRANSCRIPT

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## Register For Your Free Account

From your school email, click the link in the email you received from **Parchment**

Build your profile

Double check that you are linked to Staley High School 



2

## Request Your Transcript



Select destinations such as colleges, NCAA, Common App, or Yourself

Choose *Order*

Complete the waiver form and Transcript Authorization by eSigning

Review your order and check out

3

## Track Your Order

The status of your request will be emailed to you and updated in your Parchment account



## Seniors

Beginning May 1<sup>st</sup>, request your Final Transcript by selecting “On Hold” in the drop-down list

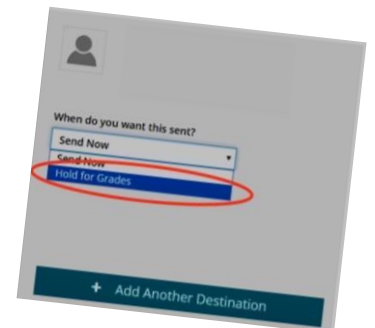
**Your final transcript is NOT automatically sent-you must request it in Parchment**

You have until July 31<sup>st</sup> to send your transcripts for free.

Starting August 1<sup>st</sup> there is a fee to order transcripts.



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