

COMMON APP & PARCHMENT ORDERING TRANSCRIPTS TO COMMON APP

NOTES:

- You can order your initial School Report any time after you have created your Common App account. Follow the steps below.
- Only place ONE order to Common App. Multiple orders may delay future forms.

FIRST TIME USERS (Initial School Report Order)

- Create Your Common App Account: Begin by creating your Common App account. Make sure to copy your Common App ID (found in the top right corner).
- Follow the instructions to invite your Counselor to be a “Recommender” for at least one of your colleges.
- Contact Ms. Lipsen at lipsenm@issaquah.wednet.edu or in the Counseling Office to give you the Parchment Registration code.
- Access your Parchment Account – create or log in to your existing Parchment Account
- Select Your High School: Choose your high school to order the transcript
- Choose Common App as Destination: In the destination search, type “The Common Application (First Year Applicants) and select it. (See reverse of this page for a visual of that this screen will look like)
- Enter Your Common App ID: Paste the Common App ID into the designated text bar and click “Check Your Common App ID.”
- Link Your Account: A new tab will open prompting you to log in to your Common App account. Follow the steps to link your Common App and Parchment accounts.
- Verify Information: Ensure all information is accurate, and check the provided box.
- Complete your order: Finish the ordering process to submit your request successfully.
- Once IHS has approved your request and uploaded your transcript, your transcript will be sent directly to Common App where it will be matched to your school forms and submitted on your behalf.

IMPORTANT: If you see the notice below in Parchment, it means you have **NOT** yet added your counselor to at least one of your schools in Common App. As soon as you do so, you can then order a transcript to be sent to Common App.

Your counselor has not yet accepted your invitation to submit the school forms online. You cannot place a request to send your transcript electronically to Common App until your counselor accepts your invitation. Please contact your counselor directly.

MID-YEAR REPORTS

- You do **NOT** need to order mid-year reports. The Counselors at IHS will upload mid-year reports to Common App.

FINAL TRANSCRIPT

- Do **NOT** order your Final Transcript to Common App. You will order ONE copy of your transcript from Parchment **directly** to the school you will be attending in the fall. This can be ordered at any time (even prior to graduation), select ‘hold for grades’ so that the transcript is sent after final grades post.

ORDERING TRANSCRIPT TO COMMON APPLICATION (once logged in to Parchment)



Transcript

For: [Redacted]



FROM
Issaquah High School
Issaquah, WA



TO
The Common Application (First
Year Applicants)

Delivery Method: **Electronic**

Credential Fee: \$4.40

Subsidized: -\$4.40

Subsidy provided by:
Issaquah School District 411 WA
D4602 Subsidy Group

Item Total: \$0.00

* When do you want this sent?

Send Now



If you submit your application to Common App member colleges at www.commonapp.org and your counselor accepts your invitation to submit the associated school forms online, you can request Parchment to send your transcript to the Common App to be made available to **ALL** Common App member colleges to which you applied or will apply online through the Common App site.

If you apply to a Common App member college through a different process (i.e. through a paper application or a different online application) or your counselor does not accept your invitation to submit the associated school forms online, you must place separate orders for each college.

* Common Application ID

[Check Your Common App ID](#)

**Enter and Verify your Common App ID
it will ask you to login Common App.
Once connected, you confirm your name
and counselor name.**