

HOW TO REQUEST A TRANSCRIPT

1. Go to the **ZHS website** to create an account with Parchment
2. Click on **Counseling**, then **Transcript Requests**
3. Click **Order My Transcript**
4. Click **New Learner Account**

If your graduation year is:	Start Year	Last Year Attended
2025	2021	2025
2026	2022	2026
2027	2023	2027
2028	2024	2028

IMPORTANT:

- Select **NO** if it asks: I am interested in colleges and scholarship programs discovering me through Parchment
- Choose **Waive Your Rights**
- Keep the following box checked: **I authorize a copy of my credential(s) to be stored in my Parchment account**

Now You are Ready to Request a Transcript

1. Click **Order**
2. Select **Academic Organization, Admissions Office, Business or Other Organization**
3. Enter the name of the institution and click **Search**

***PLEASE NOTE:** Electronic transcripts ordered while you are in high school are free. It may take several days for your transcript to be approved by ZHS. Your order can be tracked online.

QUESTIONS

Contact Parchment by selecting the drop down button in the upper right hand corner, by your name. Select **Help Center** or **Contact Us**. You can also check out the **Help/FAQs Section**.