

Needing a Transcript Sent to your College?

High School Transcript through Parchment

To request a final (post graduation) high school transcript to be sent to your college of choice, you must go to www.parchment.com, click on **Create Account** in the upper right corner of the screen. Follow the prompts to fill in name, date of birth, email address & high school information. **Request delivery of transcript** - When logged into Parchment, click **Order (your transcripts)** below your high school name. Select Academic Organizations and search for your school, NCAA/NAIA, & scholarship.

If you do not find it **Enter Your Own**. You can enter the school mailing information here.



Requesting Transcript from Butler County Community College

Go to www.butlercc.edu/registrar. On the right hand side, scroll down to **Request a Transcript**. Follow the instructions. Call the Butler registrar with any questions at 316.218.6210.



Requesting Transcript from Hutchinson Community College

To request a transcript from Hutch go to www.hutchcc.edu/transcripts and click on **Transcript Requests** and follow the instructions. Any questions, call the registrar at 620.665.3520



Requesting Transcript from Newman University

To request a transcript from Newman University go to www.newmanu.edu/registrar. On the Registrar's page, select the **Transcript** tab, read the instructions then click on the **Clearinghouse** hyperlink. Should you have any questions, the Newman University Registrar's office number is: 316.942.4291 ext 2121.



Requesting Transcript from Wichita State University

Go to www.wichita.edu/services/register/transcripts.php and follow the instructions for requesting a transcript. If you have questions you contact the WSU registrar at 316.978.3057.



Requesting Transcript from WSU Tech

To request transcripts from WSU Tech, go to www.wsutech.edu. Place your cursor over "Academics" at the top of the screen and select "Order Transcripts". You will be redirected to the WSU National Student Clearinghouse website where you can order transcripts. If you have any questions you can call the registrar at 316.677.9400.

