



Ordering Transcripts

The Eau Claire Area School District has contracted with Parchment to allow students to be able to request and send transcripts online. All transcript requests must be made through Parchment.

- **Final Transcripts**

- Free for all current students
- Log on to www.parchment.com to order your final transcript. Please do this as soon as possible. See instructions below. Even though you order your transcript now, it will not be sent out until June 22, 2025 (date subject to change).

- **If you are new to Parchment:**

- Login into Parchment at www.parchment.com
- Create a profile (Use your personal email address)
- Select North High School
- Provide consent
- Select destination for final transcript. (Athletes also send your final transcript to NCAA if needed)
- Select “Hold for Grades” (This means you do not want it sent until the end of the school year)
- Submit
- Track your transcript

- **If you have a Parchment Account:**

- Log in to your Parchment Profile. Check to make sure you do not have your ECASD school email address listed, if so, please change it to your personal email address so you will be able to track your final transcript after you graduate. (Your school email account will be deactivated when you graduate)
- Select destination for final transcript. (Athletes also send your final transcript to NCAA if needed)
- Select “Hold for Grades” (This means you do not want it sent until the end of the school year)
- Submit
- Track your transcript

As of July 1, you will no longer be a current student, you will be an alumnus. If you need to request a transcript, please go to www.parchment.com. North High School will process your transcript request within two business days.