

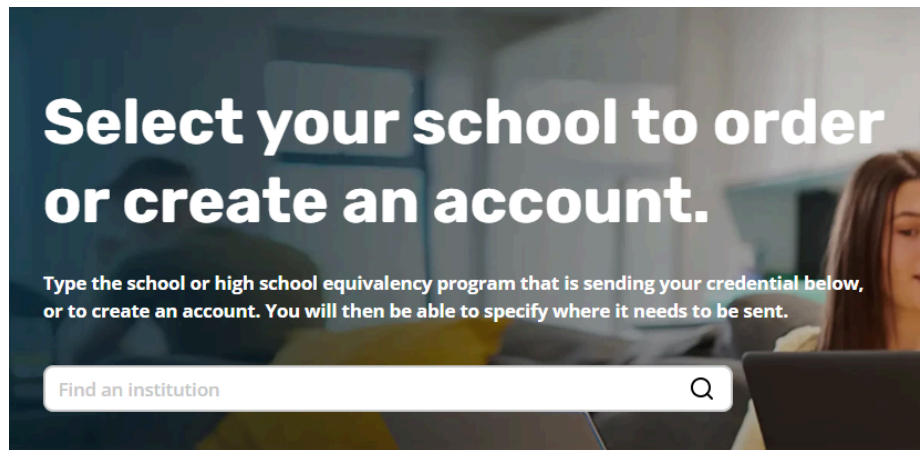
How to Order Your Transcript

1. Go to www.parchment.com
2. In the tool bar, click on Order & Status

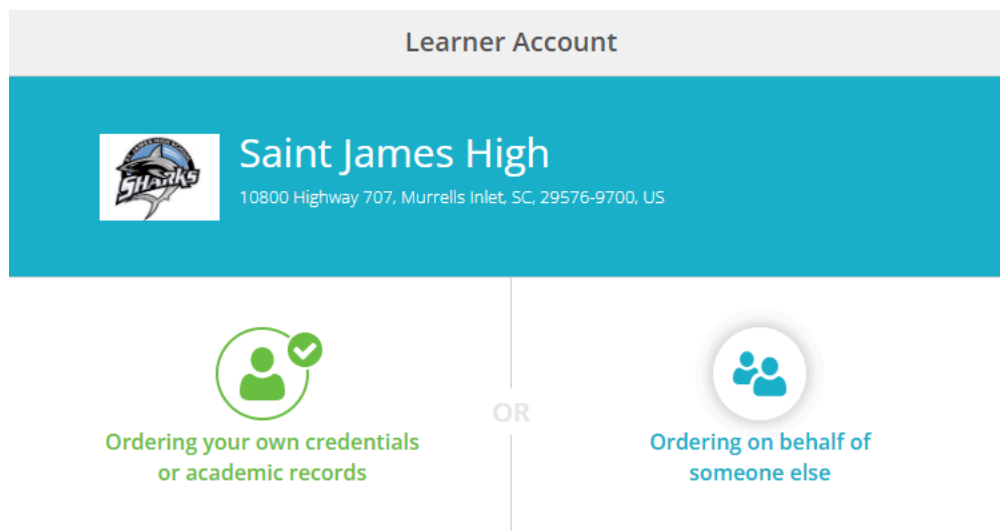


[Order & Status](#) ▾ [Platform](#) ▾ [Pricing](#) ▾ [Resources](#) ▾ [Company](#) ▾

3. Select Order Transcript from drop down
4. Type in “Saint James High” even if you attended one of the academies, then select the school from the list below the picture.



5. You will select “Order Your Own credentials or Academic Records” .



6. Then scroll down below the previous picture and enter your email. Use your personal email.

START HERE - ENTER YOUR EMAIL ADDRESS

[Or Click Here if you have a Registration Code](#)

* Email

Continue

7. If you already have created a Parchment account, you will be prompted to sign back in to your account by entering your password. If you do not remember your password, you can click on “Forgot password”, and Parchment will email you instructions on how to reset it.
8. If you do not have an account, Parchment will require you to enter information to create your account.

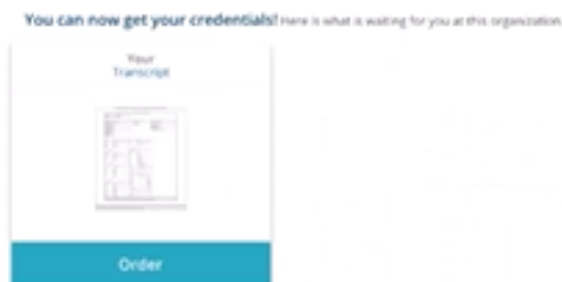


ENTER YOUR PERSONAL INFORMATION

kristin.kostrzewa+test3@parchment.com

* First Name	Middle Name	* Last Name
* Month Of Birth	* Day Of Birth	* Year Of Birth

9. After your account has been created, Parchment will require you to enter enrollment information.
 - a. It will ask if you are currently enrolled, first year of attendance, and student ID number (PowerSchool number).
10. Once your account has been created, you will be brought to the student “Dashboard”.
11. You will see an icon image of your transcript, and you will click on the blue “Order” button below it.



12. Once you click order, it will bring you to the “Delivery Destination” screen.
 - a. You will enter the name of the recipient in the search box, and select.
 - b. If you cannot find your recipient, you can click on the “Enter Your Own” button and type it in.
13. On the next screen, you can attach any extra documents that you want to add to be sent.
14. You must sign in the consent section. If you are under 18, a parent must sign off on the consent.
15. After all information has been entered, you will end on an “Order Summary” Page. Make sure to review what you have selected.

Please know you can monitor your request after you have ordered your transcript by logging into your account and clicking on the “Orders” tab.

Make sure that you request your final transcript to be sent before August 1. After this date you will be considered an alumni and there will be a \$15 charge for each transcript sent.