Transcript Requests - Current Students and Graduates

Applying to Colleges, Universities, need for insurance, court or for yourself please use Parchment.com to send official and unofficial transcripts.

INSTRUCTIONS FOR ORDERING TRANSCRIPTS ELECTRONICALLY

Ordering your high school transcript on **Parchment.com** is fast, easy, and secure. You may track the entire process on your account from the website. Parchment offers a user guide and a tutorial videos that explains how to order high school transcripts at: **Support.Parchment.com**

Benefits (University/College Method of Receiving Official Transcripts):

- **Email verification:** You will receive an email confirmation when your requested official transcript has been approved by MHS and sent electronically to the college or university and a second email from the university when your transcript has been received.
- Fully Secure and FERPA-compliant.
- Track the Status of your official transcript sent electronically from your account.
- Request your transcript anytime from home 24/7.

Parchment Options:

- Request a personal unofficial transcript anytime.
- Send your transcript directly to a college/university, NCAA, coach, military or to many scholarship programs available on parchment.

To get started:

- Sign in or Sign-up for your account on **www.parchment.com**
- **NOTE**– Select yourself as a Millennium High School Student with your graduation year.
- USE your LEGAL NAME.
- Complete: My Parchment Account Information & Password.
- My Opt-In Preferences: (optional)
- To send to your college/university select the college/university from the **"Academic Destinations"** tab
- To the NCAA from the **"NCAA"** tab you will need your NCAA ID which was provided to you by the NCAA Eligibility Center,
- To yourself enter your email address from the **"Myself"** tab
- To all other destinations from **"Other Destinations"** such as employer, military address, or a specific individual/department at a college or scholarship program.
- Next pay the fee of $4.65 to Parchment (Increasing to $5.00 on 12/16/2025).

★SELECT **HOLD FOR GRADES** FOR LATEST SEMESTER TO BE ON THE RECORD.

parchment
Leader in eTranscript Exchange

For questions contact the Registrar at 623-932-7200 ext. 2211