TRANSCRIPT REQUEST INFORMATION

Non-Common Application

Transcripts must be requested through Parchment at http://www.parchment.com

Parchment is a secure service that automates ordering, processing and delivery of student transcripts for secondary and post-secondary education. Starting January 6th, 2026, sales tax will be collected on certain document requests, including transcripts and diplomas, in compliance with federal, state, and local tax laws. This change may affect the total cost of your request based on various factors such as document type, delivery method, and location. Before completing your order, you will see a breakdown of all charges, including any applicable taxes, to ensure total transparency.

Q: What do I need to order my transcripts online?

A: All you need is an email address and a credit card for payment.

Q: How does the service work?

A: The student links to Parchment's website, enters personal information and selects a password, then chooses where they want to send transcripts, and pays for the service. The student receives email confirmation when the transcripts are sent, and if delivered electronically, when received as well.

Q: How much does it cost?

A: Students are charged $5 for each electronic transcript and $8 for each hard copy.

Q: Is a Secure Transcript official?

A: Yes.

Q: Where can transcripts be sent?

A: Parchment sends records to all colleges and universities in the United States, as well as selected scholarship funds that require transcripts. In addition, transcripts can also be delivered to individuals and other destinations not present in the Secure Transcript recipient database upon receipt of student or parent signature authorization.

Parchment provides a signature authorization form that can be copied from the Secure Transcript web site during the transcript ordering process. This form is signed by the student (or parent, if he student is under 18) and faxed back to Parchment to complete the order.

Q: Can I send a transcript to a college that's not listed on your site?

A: You can request to add a college or scholarship that is not on our site. If Parchment can validate the destination, we will add your suggestion to the site and notify you within two business days.

Q: How many transcripts can I order at once?

A: You can select as many receiving institutions as you wish at one time. You can also log in again t any time to request transcripts for additional institutions.

If you have any questions or need assistance, please call Michelle Boyde, Student Services Assistant at 608-316-1373 or email michelle.boyde@mgschools.net