Ordering Transcripts Through Parchment

THE QUARRY LANE SCHOOL

Create An Account

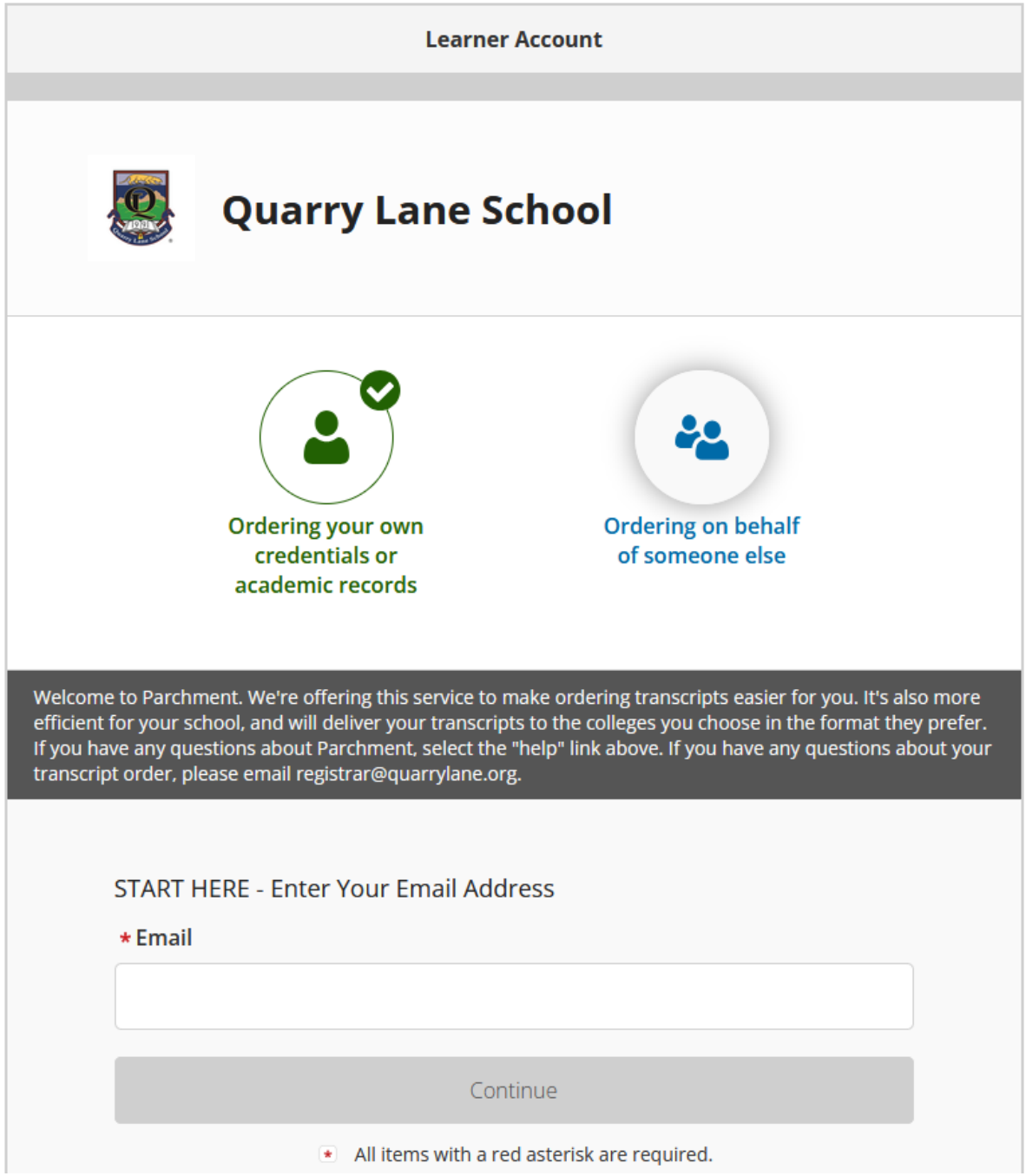
If you don’t have an existing Parchment account, please

1) Create a *Learner Account: Ordering your own credentials or academic records* to sign up.

2) Enter the student’s (or parent’s) email address and click Continue

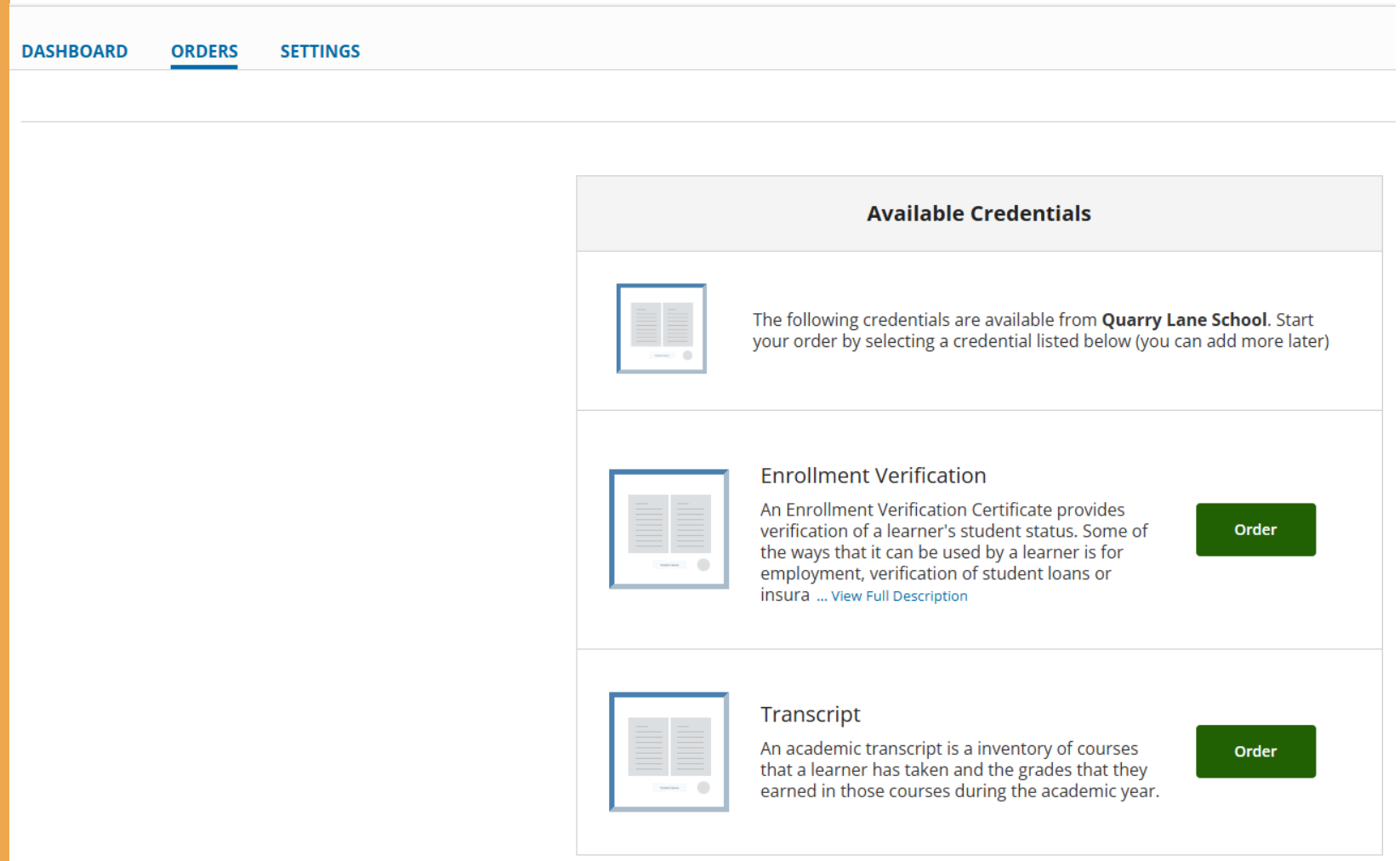
It is best for the student to register in Parchment and request transcripts as the student. However, Parchment also allows parents to create a parent account, if parents want to create an account.

3) Enter your Personal Information, Contact Information, and set a Password and click Create Account & Continue



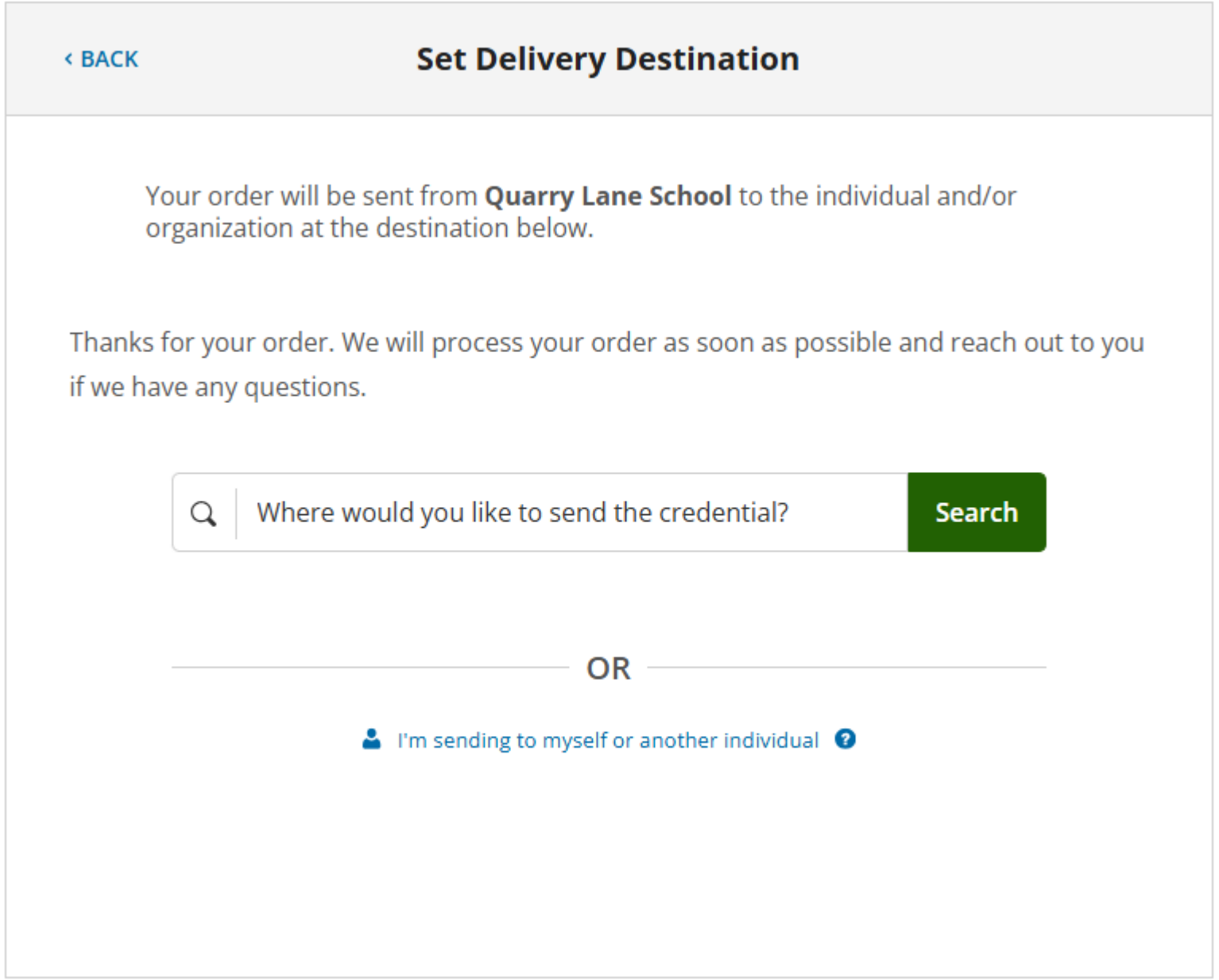
Step 1: Order Transcript

Under Orders, choose Transcript and click on “Order” to start your transcript order.



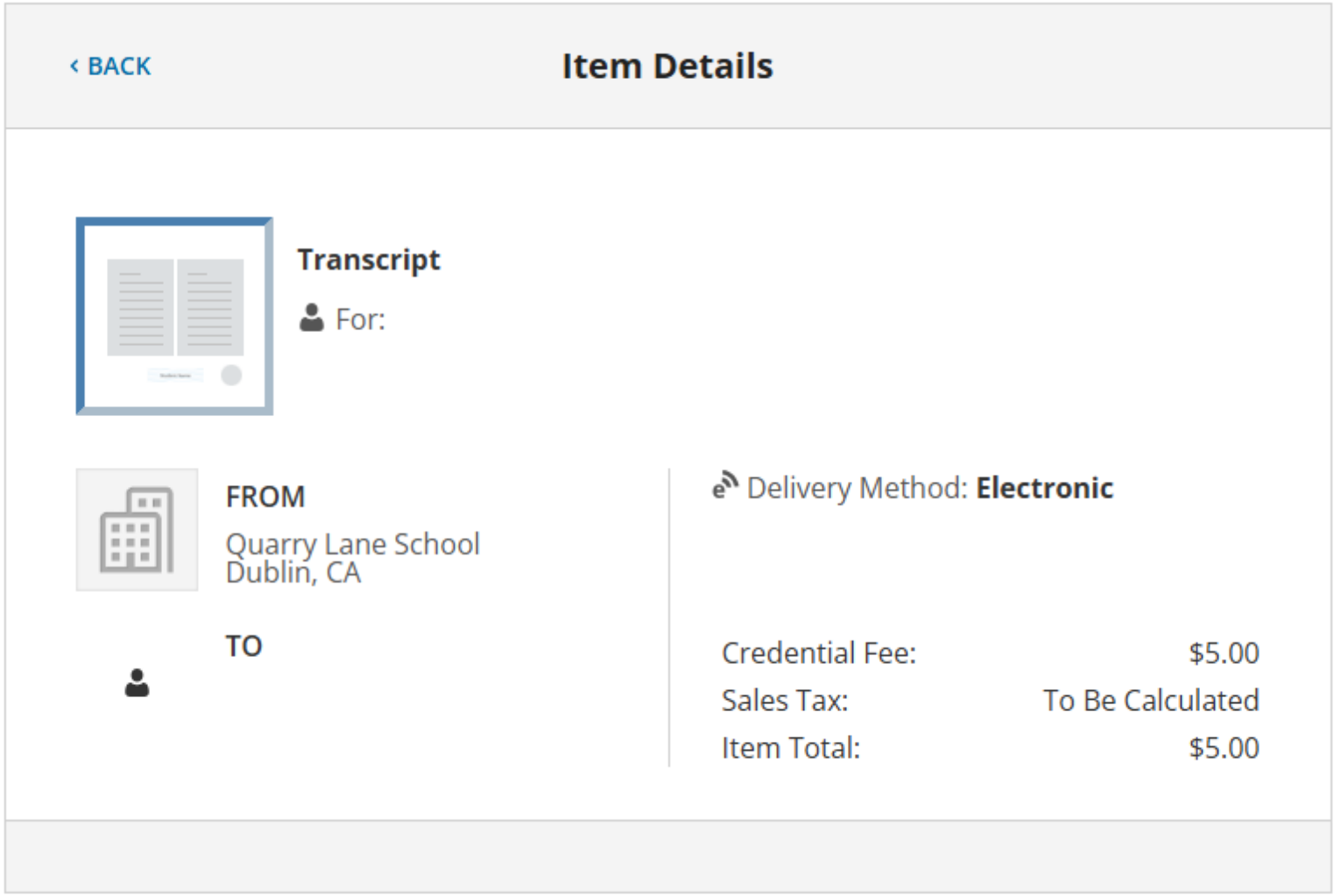
Step 2: Select Your Destination

- If you would like to send transcripts to a college, type in the name of the school and click “Search”. Options for the Institution will then appear. Select the correct institution.
- If you would like to send the transcript to yourself or another individual, select the “Myself or Another Individual” option and fill in the required information. You can choose to send transcripts electronically or by mail.
- Summer Academy: Please choose “Myself or Another Individual”. Select “Another Individual” to send the transcript to your child’s high school.



Step 3: Order Details

- Confirm the order details in the Item Details page, add attachment (if needed), Sign and Provide Consent.

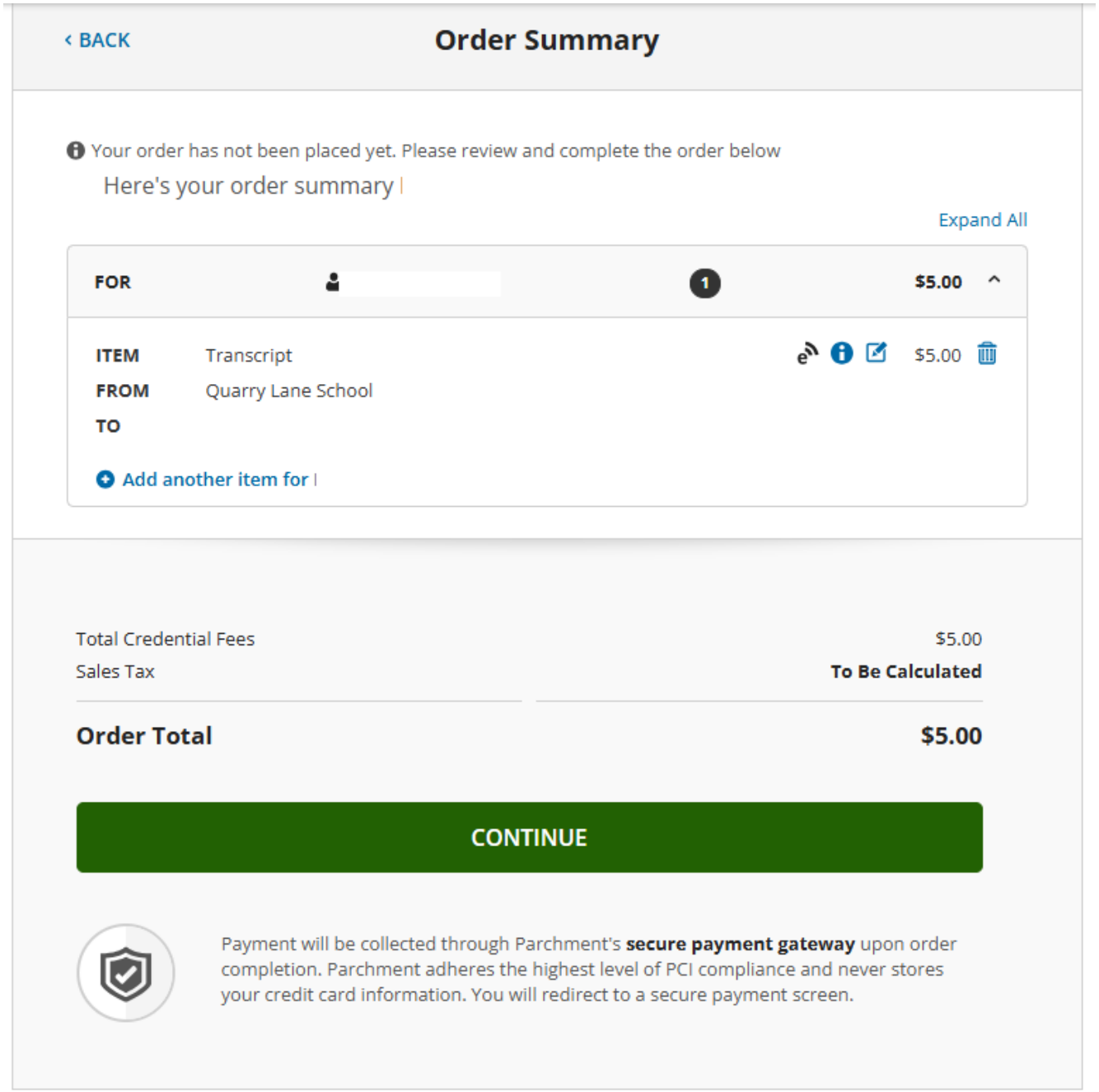


Step 4: Review Your Order Summary and Submit Payment

- If the Order Summary is correct, click Continue to verify billing details and submit your payment.

  You can click “Add Another Item” if you want to send the transcript to another school.

- Please note that your order is not placed and considered final until you have completed all the steps and you receive a Parchment Delivery ID (DID#).



FAQs

- **Should I register as the student or the parent?**

It is best for the student to register in Parchment and request transcripts as the student. However, Parchment also allows parents to create a parent account, if parents want to create an account.

- **Do I need a registration code to register?**

No, you do not need a registration code to register. Parchment will match you to your academic records at Quarry Lane based on your name and date of birth.

- **What should I put as my "graduation/last year attended" year if I took a summer course at Quarry Lane?**

Please put the year that you took the summer course at Quarry Lane. If you have taken multiple courses, put the most recent year which you finished the course.

- **If I took summer courses multiple years at Quarry Lane, will all the courses/grades show up on my transcript?**

Yes, all grades for courses taken at Quarry Lane will show up on your transcript.

- **How much does each transcript request cost?**

Each electronic transcript request is $5.00. Mailed transcripts requests will cost an additional $2.50.

- **How can I request an unofficial transcript?**

An unofficial transcript will be available to you after your account is linked to your records at Quarry Lane. You will receive an email once your unofficial transcript is available to you and you can view it from the main dashboard in Parchment. The unofficial transcript is free of charge. However, if you would like to request an official transcript to be emailed or mailed to you, you will be charged for each transcript requested.

Additional Questions?
Transcript-related questions: Email registrar@quarrylane.org
Parchment-related questions: Contact Parchment Support