

HOW TO ORDER A TRANSCRIPT

Parchment is a website THS uses to send your transcripts to most colleges, programs, NCAA, scholarship corporations, and other destinations—including yourself.

Directions for using Parchment

1. Create your account at www.parchment.com. DO NOT use your school email and make sure to choose Troy High in MI as your school.
 2. Answer only the required questions. The website asks students a plethora of questions that you DO NOT have to answer. It is not necessary to answer the questions in order to send transcripts. Do not answer questions about grades, classes taken, extracurriculars, etc. unless you choose to do so.
 3. Order transcripts:
 - a. **Student Copy:** Order a PDF and an unofficial transcript will be sent to your email. (In view, it will show an image of your old transcript; if you request one to yourself, the updated transcript will be displayed.)
 - b. **College:** Type in the name of the college you want to receive your transcript. Transcripts must be sent officially by the school; students cannot upload transcripts themselves for college applications.
 4. Sign and type your name and check the box; save and continue. In red, it says “your order has been sent to your school for fulfillment. Thanks for using Parchment.”
 5. Click “I’m done.” Mrs. Shallcross, counseling office secretary, will receive your transcript request and will send your transcript in a reasonable time frame, on school days only. Students are responsible for ordering transcripts through Parchment at least 7 school days before a deadline.
 6. Transcripts are only sent during school hours—not on weekends or during school breaks.
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Common Application

In Common App, invite your counselor to complete the School Report by accurately typing their name and email address. Your transcript will then be uploaded to the School Report that will be completed by your counselor. Do this step as soon as possible and with at least two weeks' notice before your deadline. (Do not use Parchment for Common App applications.)



<https://www.parchment.com/>

