STEPS TO REQUEST YOUR TRANSCRIPTS FROM PARCHMENT.COM

SIGN UP

1. Go to parchment.com and click Create Account (upper right).
2. Click Learners or Parents.
3. Sign up manually
4. Complete information fields. (Parchment password: Min. 10 characters)
5. After clicking Sign up, check your email for a verification code and then enter it into the Verification screen.
6. You can now sign on and click on plus sign to add your High School
7. Complete the waiver form.

ORDER

1. In your parchment.com account, click Dashboard in the navigation bar.
2. Click Order.
3. Select a destination such as colleges, NCAA, Common Application, or yourself
4. Opt to send now or wait for grades.
5. Submit payment, if necessary.
6. The status of your request will be emailed and updated in your Parchment.com Account.

“How to Order” Video: https://youtu.be/iCHdokhyTQA

TRACK

1. Log in to your parchment.com account.
2. In the top navigation bar, click Orders.
3. Click on the order to view its status.

“How to Track Order” Video: https://youtu.be/GII NecL94y0

Parchment Support: https://parchmentsupport.force.com/