

# Need to Send a Transcript?

## www.parchment.com

Please follow the instructions below to create your account with Parchment and to request your transcript.

### Request & Send Transcripts

#### Step 1: Log in or Register



1. Sign in at [www.parchment.com](http://www.parchment.com)
2. Click **Sign Up** to log in or register your account

#### Step 2: Add your school to your Profile



1. Click Get Started
2. Add your High School

#### Step 3: Add Destinations



1. Select Destinations such as colleges, NCAA, Common Application, or yourself
2. Review Destinations

#### Step 4: Provide Consent



1. Complete the waiver form.
2. Complete the Transcript Authorization form by eSigning

#### Step 5: Payment



1. Provide debit/credit card payment if there are any fees

#### Step 6: Track Order



1. The status of your request will be emailed and updated in your Parchment.com Account

\*If you have any problems during the registration or ordering process, please go to [www.parchment.com](http://www.parchment.com), select **Contact Us** at the bottom of the page, **Support** and **Submit a Ticket** to request Parchment technical service.

\*\***REMEMBER** when setting up your account, please do not use your school e-mail address as that e-mail will not be available to you when you graduate.

**Please be aware that your Parchment transcript will NOT contain any standardized test scores. If you need test scores sent to a college, please contact the testing agency directly to make this request.**

**ACT- [www.actstudent.org](http://www.actstudent.org)**

**SAT – [www.collegeboard.org](http://www.collegeboard.org) or call 866-756-7346**

**AP – [www.apscore.org](http://www.apscore.org)**