

Please follow these directions to set up an account to have your high school transcript sent electronically to colleges using this site: www.parchment.com

Student and parent/guardian accounts

During the registration process on Parchment.com, you will select whether the account you are setting up will be a **student account** or **parent/guardian account**.

Student accounts

- Student accounts can be created by students (current and former) of any age. However, students under 18 will need verbal parental/guardian consent to register an account, and a parent/guardian electronic signature to request transcripts.
- Student accounts may not be associated with a parent/guardian account. This means that a student account and a parent/guardian account cannot be tied together. You either have a student account or a parent/guardian account.

Parent/guardian accounts

- Parents/guardians can set up an account and associate a student(s) with the account.
- Multiple students can be added to a parent/guardian account, which makes these accounts great for parents/guardians with more than one student under the age of 18.
- Using a single email address and password to access the account, parents are able to request transcripts for any student associated with their account.
- Once a student associated with a parent/guardian account turns 18, they must then create a student account.

Important information

- Student accounts cannot be turned into parent/guardian accounts.
- Student accounts cannot be added or associated with parent/guardian accounts.
- An email address can only be associated with one account.
- Student accounts can only be used by the student that registered the account (cannot be used in the future by another student).

Register for a Parchment.com account (to order high school transcripts)

To order high school transcripts, you need to register for a Parchment.com account first. To order college transcripts, you need to sign up for a [Parchment Exchange Account](#). This help topic explains how to register for a Parchment.com account.

To register for a Parchment.com account:

1. Go to Parchment.com.
2. Click **Sign up**.
3. Fill in the fields.
 - All fields with a * (asterisk) are mandatory.
 - If you get an error telling you that 'a valid password is required', make sure you enter a password that is at least 8 characters long and contains both letters and numbers.
 - For more information on Student and Parent Accounts, go to the [Student/Parent Accounts](#) help topic.
 - Under **Colleges, scholarship programs, and other institutions are looking for students like you**, click **Yes** if you'd like to share your information with colleges, or click **No** if you'd rather not.
 - If you opt-in, this means that we will make some of the information you provide to us available to a variety of colleges and programs. Then the colleges and programs can send you information about them, so you can see if they fit your college plans.
 - Colleges cannot find you at Parchment unless you choose to opt-in.

1. Check the box to accept the terms of use and service agreement.
 - If you're under 18, you must check the box to confirm that you have your parents' permission to create the account.
2. Click **Let's go!**
 - If you chose to share your information with colleges in step 3, you will have one more step where you will enter your contact and academic information.

3. [Order high school transcripts](#)

What do you want to do next?

Order high school transcripts

Ordering your high school transcript on Parchment.com is fast, easy, and secure - and you can [track the entire process on our website](#).

A few things first

- You must have an account with us. To set up an account, go to the [registration page](#). You may also want to read the [Registration help topic](#) to understand how the registration process works.
- If you attended more than one high school, just follow the instructions below to add another school to your account (step 3).
- We recommend using Chrome, Firefox, or Internet Explorer when you order your transcript.

Order your high school transcript

1. Log in to [Parchment.com](#). Or, if you haven't registered yet, click Sign up and follow the onscreen instructions to register.
2. Click **My Transcripts**.
3. You now need to find the high school that has your transcript.
 - If you haven't added any high schools yet, enter your high school's information and click **Search**.
 - If your high school is already listed, click **Deliver Latest Transcript** and skip to step 9 below.
 - If you want to add another high school, click **Add another school**. Enter the high school's information and click **Search**.

1. Select your high school and click **Save & Continue**.
 - If your school does not appear, check your school's website to see if it has a Parchment link on it. Otherwise, you will need to contact them directly to request your transcript.
 - If your school does appear but when you click on it, it says it's not live, please contact your school directly to request your transcript.
2. You will be brought to the **Enter your Enrollment Information** page. Fill in the fields.
 - Fields with a * (asterisk) are mandatory.
 - Select whether you'd like to waive your [FERPA rights](#).
 - If you opted in to College Discovery during the registration process, you can select whether you'd like your transcript to be shared with other colleges.
3. Click **Save & Continue**.
4. On the **Sign the Transcript Request Form** page:
 - Use your mouse or stylus to sign your name in the box.
 - Check the box to confirm that you are authorized to order the transcript, and then type your name.
 - For minors, a parent must sign, type their name and check the box that certifies that they are authorized to sign.
 - Check the last box if you want a copy of the transcript stored in your Parchment account. **If you check this box, it means that you will receive an [unofficial copy of your transcript](#) into your Parchment account where it will be stored.**
5. Click **Save & Continue**.
6. Select your destination:

Academic Destinations

1. Fill in the fields and type in the **Institution Name**.
2. Click **Search**.
3. Check the box next to the school.
4. Click **Save & Continue**, or **Save & Add Another** to send your transcript to multiple destinations.
5. Confirm your order and pay any applicable fees.

The NCAA

1. Enter your **NCAA ID**.
2. Click **Save & Continue** or **Save & Add Another** to send your transcript to multiple destinations.
3. Confirm your order and pay any applicable fees.

The Common Application

1. Enter your **Common App ID**.
2. Check that the information is correct.
3. Click **Save & Continue** or **Save & Add Another** for additional destinations.
4. Pay the amount stated.
5. Your transcript will be sent directly to the **Common App Online** system where it will be matched to your school forms by your counselor, and submitted on your behalf.

Go to the [Common App help topic](#) for full instructions on requesting transcripts to be sent to the Common App.

Myself

1. Select your preferred delivery method:

- **Electronic Delivery** - your email address will populate, but you can change it by clicking **edit this email address**.
- **Paper Transcript** - your address will populate, but you can change it by clicking **edit this address**. You can select **Send via Overnight Delivery**.

2. Click **Save & Continue** or **Add Additional Destinations** to send your transcript to multiple destinations.

3. Pay any applicable fees.

Other Destinations

1. Fill in the **Destination Information** section. Fields with a * (asterisk) are mandatory.

2. Select the **Delivery Method**:

- **Electronic Delivery** (Enter an email address)
- **Paper Transcript**. If you select Paper Transcript, select where you would like your transcript sent to. You can also select **Send via Overnight Delivery**.

1. Click **Save & Continue** or **Save & Add Another** to send your transcript to multiple destinations.

2. Confirm your order and pay any applicable fees.

Here's what happens next

Your school will receive your transcript request. They will need to approve the request and upload your transcript (if it's available electronically), and then we will deliver your transcript to your destination. Or your school will prepare it themselves if it's not available electronically. You can [track your order online](#).

More information

- Some schools have a preferred delivery method saved into our system, so you may not be presented with a choice of delivery methods.
- Do not edit an address unless you are positive that the changes you are making are correct. You cannot correct an [incorrect address](#) once an order has been fulfilled.
- Use the **Other Destinations** tab to send transcripts to employers.
- If you graduated before transcripts were electronically available at your school, you will be unable to select **Electronic Delivery**. You will be able to place requests for paper transcripts, so that your school can prepare them locally.