
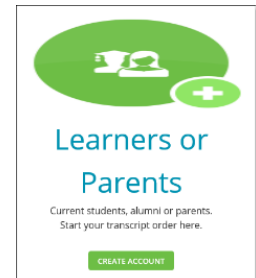


STEPS TO REQUEST YOUR TRANSCRIPTS FROM [PARCHMENT.COM](https://parchment.com)

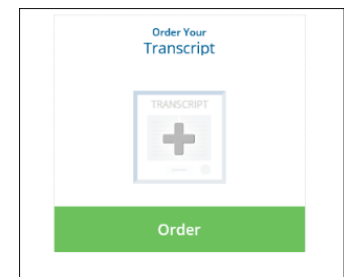
SIGN UP

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. *Free/Reduced Meal Participant, see your counselor for a fee waiver*
3. Click **Order**.
4. Select a destination such as colleges, NCAA, Common Application, or yourself.
5. Opt to send now or wait for grades.
6. Submit payment, if necessary.
7. The status of your request will be emailed and updated in your **parchment.com** account.



“How to Order” Video: <https://youtu.be/iCHdokyTQA>

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.

Document ID	Status	Recipient	Price	Track
TQNM4E2I	Order submitted to school	Elliott Evans	\$0.00	
<p>Where's my transcript? Order submitted to school</p> <p>You placed an order on January 18, 2017. Your school needs to review it. If your order has been in this status for more than 2 days you should contact your school.</p> <p>Document Type: Transcript Delivery Type: Electronic Processing Time: Now</p>				

“How to Track Order” Video: <https://youtu.be/GlINeCL94y0>

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