



# Parchment.com

The simple online way to

**Request, Send, and Store Transcripts.**

Including powerful tools to research colleges and find the right fit for you.

The transcript you are able to view in your Parchment account is a copy of the last transcript you ordered and only current as of that date. To view a current, updated transcript you need to order a new transcript to be sent to yourself.

## STEP 1

Log In or Register



- Go to [www.parchment.com](http://www.parchment.com)
- Click "Sign In" and then "Sign-up for free"
- Select "High School Transcript"

## STEP 2

Add Your School



- Search for & Add your high school
- Complete enrollment info
- Confirm legal name is entered.

## STEP 3

Add Destinations



- Search for Academic , NCAA, Business or Other Organization
- If Organization is not in Database enter custom eMail or print address

## STEP 4

Provide Consent



- Complete the Transcript Authorization form by eSigning

## STEP 5

Payment



- Submit Credit Card for any required payments

## STEP 6

Track



- Real-time eMail & online updates with the status of your request

We've created a tool kit just for you! Here you'll find a set of resources to help you make the most of parchment.com including user guides, video tutorials and frequently asked questions:

[www.parchment.com/studentkit/](http://www.parchment.com/studentkit/)

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