



ORDER YOUR TRANSCRIPT

01

REGISTER FOR YOUR FREE ACCOUNT

1. Visit parchment.com or scan the QR code
2. Build your profile

02

REQUEST YOUR TRANSCRIPT

1. Choose order
2. Select destination such as college or yourself
3. Upload your school ID and signature required for authorization
4. Review your order and check out

03

TRACK YOUR TRANSCRIPT

1. Check your email for updates
2. Log into Parchment for more details

**Have Questions? Please
contact your counselor or
school Registrar**

