



# ORDER YOUR TRANSCRIPT

**01**

## REGISTER FOR YOUR FREE ACCOUNT

1. Visit [parchment.com](https://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**



[parchment.com](https://parchment.com)

