



Parchment: Overview

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Parchment is a secure, online digital credential service that allows students, alumni, and institutions to easily request, send, and receive academic transcripts and graduation verifications. It simplifies the transcript process by securely transferring your official transcript directly to colleges, employers, or individuals.

You will need official government Identification to request these documents. In the case that you are requesting transcripts of someone who is deceased you will need to provide their death certificate.

Identification Examples:

- Drivers License
- State ID card
- U.S. Passport
- Foreign Passport
- U.S. Military ID
- Permanent Resident (Green Card)
- Tribal Identification Card
- Trusted Travelers Card (Global Entry or NEXUS)
- Federal, State, or local government employee ID badges.

How it works

Ordering: You create an account and place an order to send your transcript to your chosen destination.

Processing: Parchment routes the request to your school district, who approves and uploads your official transcript.

Delivery: Parchment securely delivers the transcript to the destination either electronically or via mail.

Fees:

- Transcripts: Electronic - \$10, US Mail - \$15
- Enrollment/Graduation Verification - Electronic - \$20, US Mail - \$25

Key Features

Track Your Order: Receive real-time email updates or log into your account to see exactly when your transcript was sent and received.

Official & Unofficial: You can order official transcripts to send to institutions, and often view an unofficial, self-view version of your transcript for your own records. No Transcripts will have ACT scores included. ACT scores can be requested through the ACT website.

Electronic & Paper Delivery: While digital delivery is the fastest, Parchment also processes physical, paper transcripts to mail to institutions that require them.

Requesting a transcript through Parchment is a straightforward process, but it helps to have all your information ready before you start. Here is a step-by-step guide to get your transcripts where they need to go.

Before You Begin

Make sure you have the following ready:

- The **dates you attended** the school.
- The exact **name of the destination** (college, employer, or yourself) where the transcript needs to be sent.
- A **payment method** (credit/debit card), as the school district requires a processing fee.

Step-by-Step Guide to Parchment

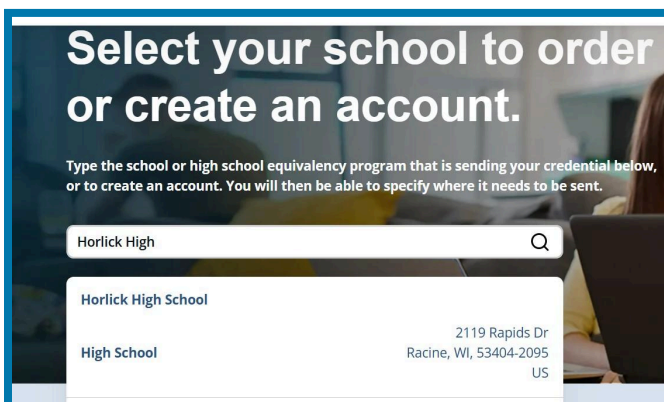
Step 1: Begin the Order Process

1. Go to the [Parchment Website](#).
2. Click the **Order Now** button.



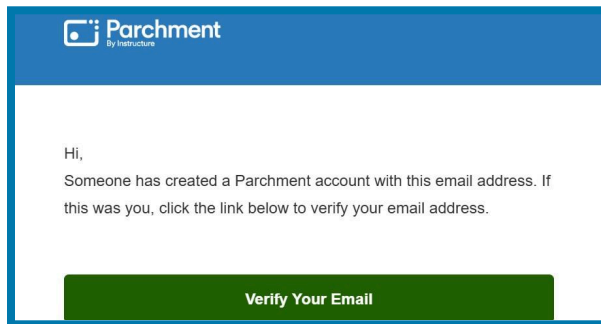
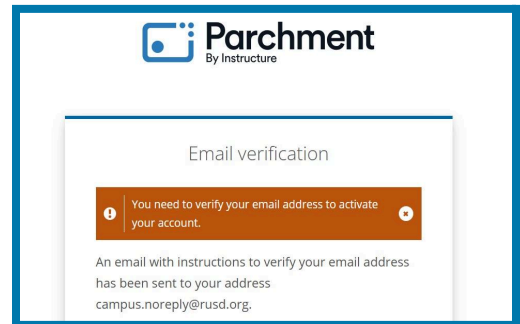
Step 2: Add Your School (The Sending Institution)

1. Type the name of the **high school you attended** in the Find an Institution search bar.
2. Select your **school** from the list.

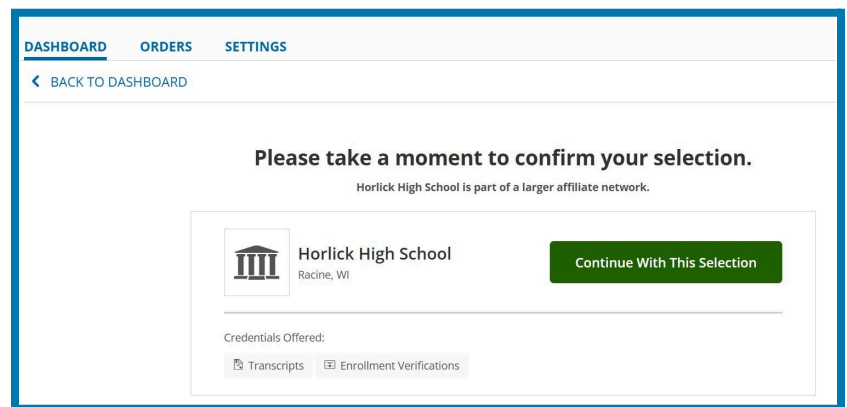


Step 3: Creating an Account

1. Select whether you are ordering your own records or ordering on behalf of someone else.
2. For either option, you first need to enter your email address.
3. If ordering for yourself, you will need to enter your personal information (full name, date of birth, address, etc). You will also need to create a Parchment password which will create a Parchment account for you.
4. After submitting your info, Parchment will prompt you to login with your email address and the password that you created. You will then need to verify your email address.
5. Go to your email and click on the Verify Your Email button.

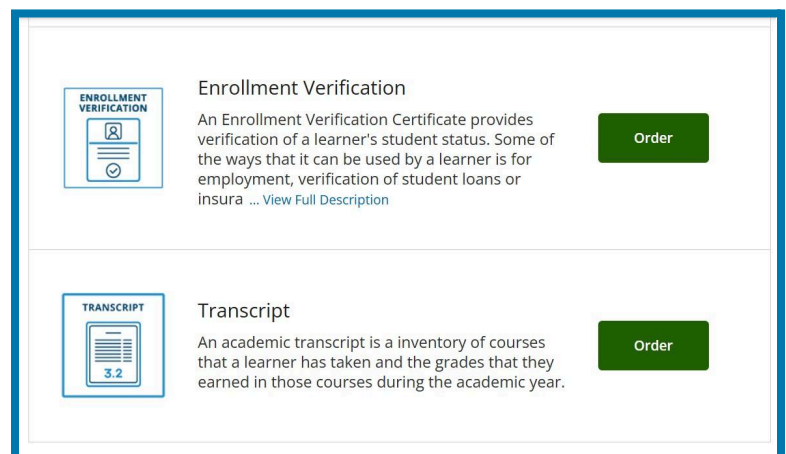


6. Once you have verified your email address, you will be directed to login to your Parchment account again.
7. You will then be taken to the Parchment Dashboard where it will ask you to confirm that your selected school is correct.
8. Click Continue With This Selection and then enter your years of attendance at the school. If you had a different name while attending, you can also enter that information on this page. Save your selections.

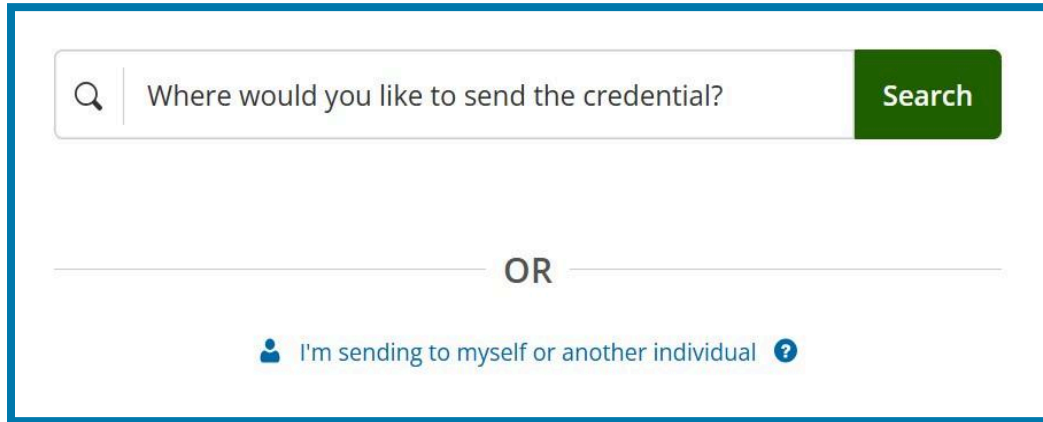


Step 4: Choose Your Record Request Type and Delivery Destination

1. You will be prompted to pick between an Enrollment Verification and a Transcript request.

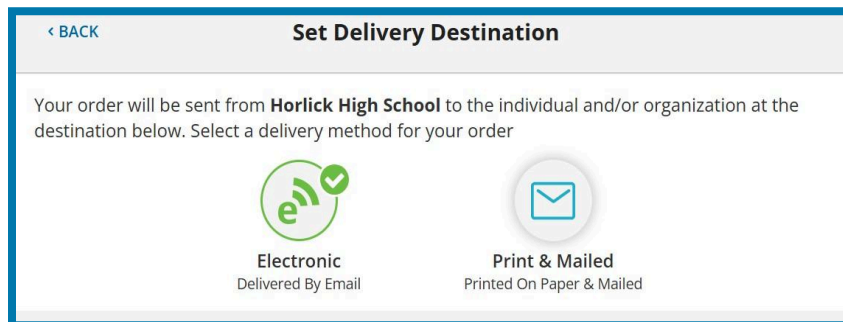


- For either option, you will need to select a Delivery destination that will receive the verification details. You can enter a school or university into the search bar or you can have it sent to yourself or another person.



A search bar with a magnifying glass icon on the left. The text inside the bar reads "Where would you like to send the credential?". To the right of the bar is a green button with the word "Search" in white. Below the search bar is a horizontal line with the word "OR" in the center. Below that is a blue person icon followed by the text "I'm sending to myself or another individual" and a question mark icon.

- Choose how you want the transcript delivered:
 - Electronic (Recommended):** Sent instantly and securely via email/download link.
 - Paper / Mail:** Printed and sent via USPS or FedEx (additional shipping charges apply).

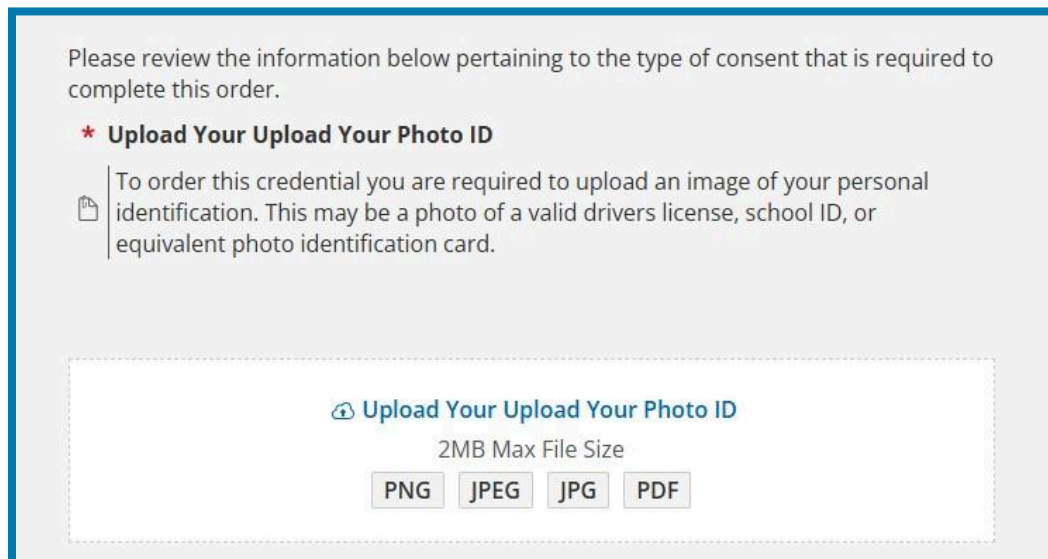


A page titled "Set Delivery Destination" with a "< BACK" link in the top left. Below the title, it says "Your order will be sent from **Horlick High School** to the individual and/or organization at the destination below. Select a delivery method for your order". There are two options: "Electronic" with a green icon of a signal tower and a checkmark, labeled "Delivered By Email"; and "Print & Mailed" with a blue envelope icon, labeled "Printed On Paper & Mailed".

- It will then prompt you to enter in the recipient's name and email address or their postal address.

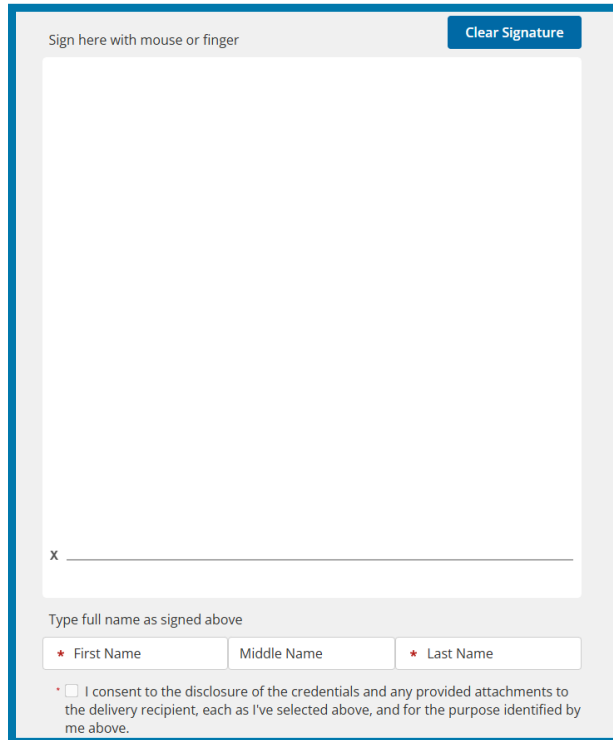
Step 5: Upload Identification and Sign For Release

- Upload an image of you for personal identification.



A section titled "Please review the information below pertaining to the type of consent that is required to complete this order." followed by a red asterisk and the text "Upload Your Upload Your Photo ID". Below this is a document icon and the text "To order this credential you are required to upload an image of your personal identification. This may be a photo of a valid drivers license, school ID, or equivalent photo identification card." At the bottom, there is a dashed box containing a cloud upload icon, the text "Upload Your Upload Your Photo ID", "2MB Max File Size", and four buttons labeled "PNG", "JPEG", "JPG", and "PDF".

2. Sign and type in your name. You will also need to check the disclosure consent box.



The form is titled "Sign here with mouse or finger" and includes a "Clear Signature" button. It features a large white rectangular area for a signature. Below this area is a line with an "X" at the start, labeled "Type full name as signed above". Underneath, there are three input fields: "First Name", "Middle Name", and "Last Name", each with a red asterisk. At the bottom, there is a checkbox and a consent statement: "I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above."

3. Review your order summary.

Step 6: Payment and Confirmation

1. Enter your billing address.
2. Enter your credit card information.
3. Click **Submit Payment**.
4. You will receive a confirmation email with a **Tracking ID**.

 **Pro-Tip:** You can log back into your Parchment dashboard at any time to track the status of your order. You will see exactly when your school approved the request and when the destination institution downloaded it.