

# PARCHMENT

## Parchment Directions for Ordering Transcripts

- Use the following guidelines to create a parchment account and to order transcripts to be sent to colleges
- Parchment.com

### Registering for an Account

Go to Parchment.com and click <b>Sign Up</b> , and fill in the fields.
Click the blue <b>Start by adding a school or organization</b> . Enter the name of the school (Grand Haven High School) and click Search
When your school appears, click <b>Add</b> .
You will be brought to the <b>Add Enrollment</b> page. Select if you are currently enrolled or not currently enrolled
Enter name when enrolled, date of birth, gender (optional), select years attended. Click on the drop-down menu under <b>Earliest Year</b> to select the year you started at the school. Click the drop-down menu under <b>Expected Grad Year</b> to select the year you expect to graduate.
Under FERPA Privacy Rights, select whether you'd like to waive your FERPA rights to read your letters of recommendation. You will see a box that you can check if you want a copy of your high school transcript stored in your Parchment Account. Click <b>Consent and request</b> . You are now ready to place your order.

### Order Your Transcript

Log in to Parchment.com
You will see your school listed. Click Order. You will see two destination options. Select the one on the left to send your transcripts to a school.
Enter the name of the school or other organization in the search box and click Search. When you see the destination listed, click <b>Select</b>
You are now at the <b>Order Details</b> page where you can view your order and select if you would like to send your transcript now. Make sure the Processing Time = Send Now. To make any changes, click <b>Edit now</b> , otherwise, click <b>Continue</b> .
You are now on the <b>Provide Consent</b> page. This is where you authorize Parchment to release your transcript from your school. Use your mouse to sign your name in the box. Type your name into the box to confirm that you are authorized to order your transcript. Click Save and Continue.
Request other schools and follow the same process.

If you get an error message and are told to see the school administrator it is because of the destination with your account. "What school did you attend?" this is Grand Haven High School not the college you will be sending your transcript. Click the blue + sign and add Grand Haven