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Request & Send Transcripts

Step 1:
Log in or Register

1. Sign in at www.parchment.com
2. Click **Sign Up** to log in or register your account

Step 2:
Add your school to your Profile

1. Click Get Started
2. Add your High School

Step 3:
Provide Consent

1. Complete the waiver form.
2. Complete the Transcript Authorization form by entering a Registration Code, or eSigning the form

Step 4:
Add Destinations

1. Select Destinations such as colleges, NCAA, Common Application, or yourself
2. Review Destinations

Step 5:
Payment

1. Provide debit/credit card payment if there are any fees

Step 6:
Track Order

1. The status of your request will be emailed and updated in your Parchment.com Account

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