

Parchment & Transcripts

How to Request/Send Transcripts Electronically



The Parchment Platform

www.parchment.com

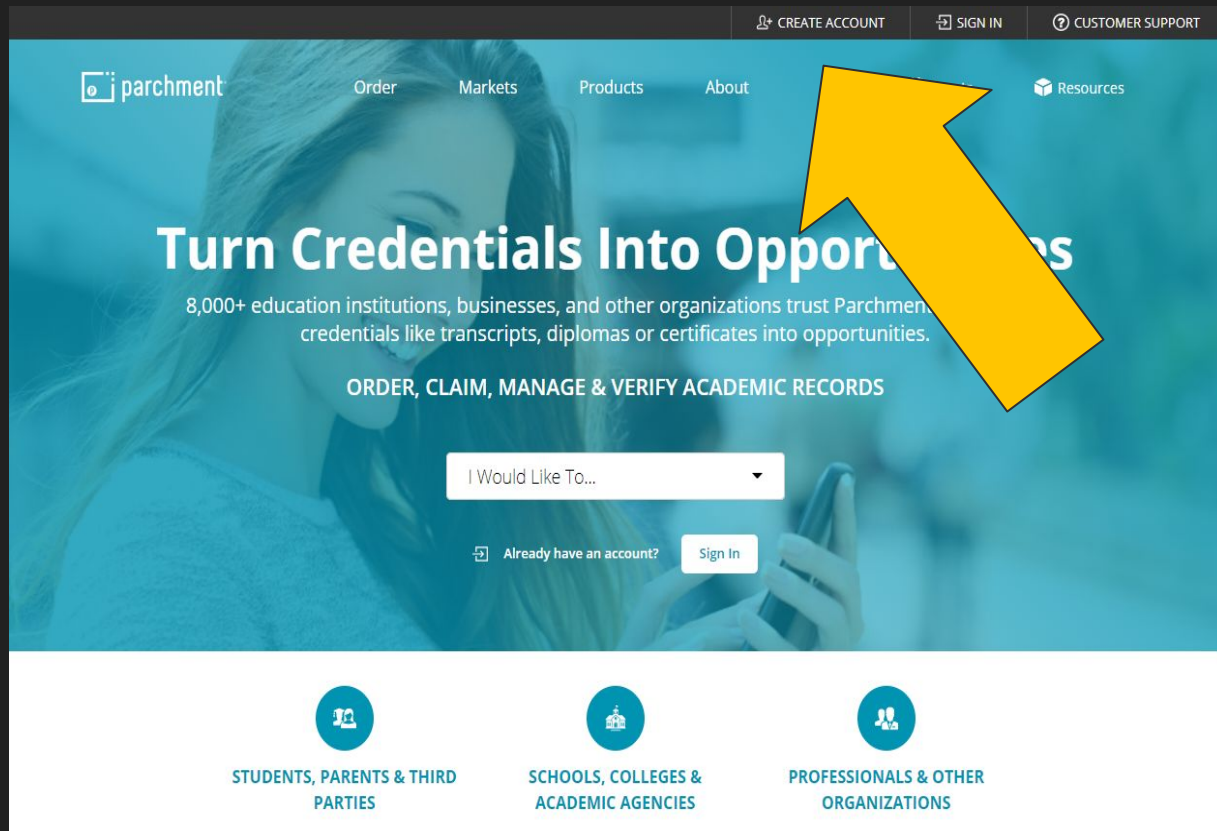
Students/Alumni use Parchment to send electronic transcripts to prospective schools, scholarship committees, employers, or other third parties.

The cost of requesting transcripts is FREE for most transcript recipients.

Creating Your Parchment Account

GO TO:
www.parchment.com

CLICK:
CREATE ACCOUNT



The screenshot shows the Parchment website homepage. At the top right, there are three links: "CREATE ACCOUNT", "SIGN IN", and "CUSTOMER SUPPORT". The main navigation bar includes "parchment", "Order", "Markets", "Products", "About", and "Resources". The main content area features a large blue-tinted image of a woman looking at her phone. Overlaid on this image is the text "Turn Credentials Into Opportunities" and "8,000+ education institutions, businesses, and other organizations trust Parchment to turn your credentials like transcripts, diplomas or certificates into opportunities." Below this is the text "ORDER, CLAIM, MANAGE & VERIFY ACADEMIC RECORDS". A dropdown menu is visible with the text "I Would Like To...". At the bottom of the main content area, there is a link "Already have an account?" and a "Sign In" button. A large yellow arrow points from the right side of the page towards the "CREATE ACCOUNT" button in the top right corner.

CREATE ACCOUNT SIGN IN CUSTOMER SUPPORT

parchment Order Markets Products About Resources

Turn Credentials Into Opportunities

8,000+ education institutions, businesses, and other organizations trust Parchment to turn your credentials like transcripts, diplomas or certificates into opportunities.

ORDER, CLAIM, MANAGE & VERIFY ACADEMIC RECORDS

I Would Like To...

Already have an account? Sign In

STUDENTS, PARENTS & THIRD PARTIES

SCHOOLS, COLLEGES & ACADEMIC AGENCIES

PROFESSIONALS & OTHER ORGANIZATIONS

Creating Your Parchment Account

CLICK:
LEARNERS or PARENTS



Create Account

Which of these best describes you?

Learners or Parents

Current students, alumni or parents. Start your transcript order here.

[CREATE ACCOUNT](#)

Education Administrators

Counselors, Registrars or other Academic Record Administrators should identify their market page, select the product of interest and then submit a request to "Start the Conversation".

[FIND YOUR MARKET](#)

Third Parties or Verifiers

Third party orders or verification companies have a few options. Click to learn more.

[Learn More](#)

Creating Your Parchment Account

f Sign up with Facebook

OR

First Name

Middle Name (Optional)

Last Name

I am a parent / legal guardian

Date of Birth

Month Day Year

Highest level of education

None selected

Email

Password

- 10 Character minimum
- At least one upper-case, lower-case, and number

[Sign Up](#)

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

[Have a Registration Code?](#)

[Already have an account?](#)

Fill in all necessary information.

Use your @vbstudents email address to initially create your Parchment account.

Change the email to a personal/permanent one before graduation.

CLICK:

Have a Registration Code

Enter the unique code that was provided to you by your School Counselor or sent to you via email.

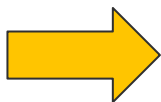
Creating Your Parchment Account

Nearly There.



We emailed a verification code to

Please enter the code below



Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#)

On either screen, enter the **verification/registration code** as it was provided to you.

Turn your transcript data into acceptance letters

Simple transcript ordering to any destination worldwide

See your chances of getting into college

Thousands of colleges send and receive transcripts using Parchment

Admissions tools powered by millions of student-reported college applications

Enter your Registration Code to get started:



Creating Your Parchment Account

Complete and/or confirm ALL
Enrollment/Profile
information.

parchment DASHBOARD ORDERS COLLEGE TOOLS PROFILE

1. Search 2. Enrollment info

Add Enrollment Information

Enter your current enrollment information for this school. *=Required

K Floyd E. Kellam High

A message from Ocean Lakes High

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

Enrollment Status*
 Currently enrolled
 Not currently enrolled

+ I would like to add a maiden name or variation to help match the credential I'm ordering

Date of Birth*
Dec 19 2000

Gender
Female

Earliest Year* 2015 Expected Grad Year* 2019

Creating Your Parchment Account

Read the [FERPA Privacy Rights](#) & determine if you'd like to waive your rights to see any recommendations or reports submitted on your behalf.

Check the box to authorize a copy of your credential (transcript) to be stored in Parchment.

Click [CONSENT AND REQUEST](#).

FERPA Privacy Rights

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I waive my right to access
 I do not waive my right to access

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

[CONSENT AND REQUEST](#)

Requesting Transcripts Through Parchment

The screenshot shows the Parchment user interface. At the top, there is a navigation bar with 'DASHBOARD', 'ORDERS', 'COLLEGE TOOLS', and 'PROFILE'. Below this, there are tabs for 'Credentials', 'College List', and 'College Matches'. A red notification bar indicates 'Profile is 6% Complete | Quick Questions'. The user's profile information is visible, including a placeholder for a profile picture and links to 'Edit Profile' and 'Edit Profile Picture'. Below the profile, there is a section for 'Your Schools / Organizations:' featuring a large 'K' logo and the name 'Floyd E. Kellam High'. A blue bar with a gear icon and the text 'Enrollment Info' is present. A message states 'You can now get your credentials! Here is what is waiting for you at this organization.' Below this, there is a card titled 'Order Your Transcript' with a 'TRANSCRIPT' icon and a green 'Order' button. A large yellow arrow points from the right side of the image towards the 'Order' button.

Click
ORDER
to order your
transcript

Requesting Transcripts Through Parchment


The screenshot shows the Parchment website interface. At the top, there is a navigation bar with the Parchment logo and links for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE. Below the navigation bar is a progress indicator with six steps. Step 2, 'Select Destination', is highlighted in blue, and a yellow arrow points to it. The main content area is titled 'Select a destination' and contains the text 'Where would you like to send your credential'. There are two options: 'An Academic Organization, Admissions Office, Business, or Other Organization.' and 'Yourself or Another Individual'. A search bar is located below the options, with a green 'Search' button. The search bar contains the text 'Search by organization name, e.g. NCAA, Common App, Parchment Universit'. Below the search bar is a link for 'Advanced Search'.

You can choose to send your transcript to an **organization** (college/university, CommonApp, NCAA, etc.).


Requesting Transcripts Through Parchment

Select a destination

Where would you like to send your credential

 An Academic Organization, Admissions Office, Business, or Other Organization.

OR

 Yourself or Another Individual

Enter Order Details:

Delivery Method

Electronic Delivery (Email)

Printed & Mailed

I am sending this order to myself
By sending to yourself, a copy of your credential will be added to your Parchment.com account

Destination Name

Attention Name (optional)

Ex: John Smith

Recipient Email

Retype Email

Save & Continue

You can choose to send your transcript to **Yourself**.

Select your preferred **Delivery Method**.

Click **Save & Continue**

Confirm & Continue

parchment

DASHBOARD ORDERS COLLEGE TOOLS PROFILE

1 2 3 4 5 6
Order Details

Order Details

Your order has NOT been placed yet.

Floyd E. Kellam High
Virginia Beach, VA

TO
Old Dominion University
Norfolk, VA, 23529

When do you want this sent?
Send Now

Transcript
Delivery Method
Electronic
Switch to Print & Mailed

Add Another Item

+ Add Another Destination

Delete this item

Credential Fee	\$5.00
Shipping / Handling	\$0.00
Subsidized	\$5.00
Subsidy provided by:	
Item Total	\$0.00

Total Credential Fees	\$5.00
Total Shipping / Handling	\$0.00
Total Subsidized Amount	-\$5.00
Order Total	\$0.00

Save & Continue

Confirm details of
your request.

Click
Save & Continue



Consent to Send Transcript

parchment

DASHBOARD ORDERS COLLEGE TOOLS ▾ PROFILE ▾

1 2 3 4 5 6
Consent

Provide Consent

I authorize Parchment to release my academic credentials from Ocean Lakes High to the destinations I select.

Sign here with mouse or finger:

X

Clear Signature

Type Parent/Guardian Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.

Save & Continue

Sign to
Provide Consent
for your
transcript to be
sent.

Click
Save & Continue

