

Alumni Transcript Request

Ordering your high school transcript on Parchment.com is fast, easy, and secure - and you can track the entire process online.

A few things first

- You must have an account Parchment. To set up an account, go to www.parchment.com.
- If you attended more than one high school, just follow the instructions below to add another school to your account (step 3).
- We recommend using Chrome, Firefox, or Internet Explorer when you order your transcript.

Order your high school transcript

**Note: Only 2009 – current transcripts are available to be sent electronically.*

If you graduated before 2009, please continue with the online request and we will deliver your transcript the destination chosen.

1. Log in to Parchment.com. Or, if you haven't registered yet, click Sign up and follow the onscreen instructions to register.
2. Click **My Transcripts**.
3. You now need to find the high school that has your transcript.
 - If you haven't added any high schools yet, enter your high school's information and click **Search**.
 - If your high school is already listed, click **Deliver Latest Transcript** and skip to step 9 below.
 - If you want to add another high school, click **Add another school**. Enter the high school's information and click **Search**.
4. Select your high school and click **Save & Continue**.
5. You will be brought to the **Enter your Enrollment Information** page. Fill in the fields.
 - Fields with a * (asterisk) are mandatory.
 - Select whether you'd like to waive your FERPA rights, Family Educational Rights and Privacy Act.
6. Click **Save & Continue**.
7. On the **Sign the Transcript Request Form** page:
 - Use the mouse to sign your name in the box.
 - Check the box to confirm that you are authorized to order the transcript, and then type your name.
 - Check the last box if you want a copy of the transcript stored in your Parchment account. **If you check this box, it means that you will receive an unofficial copy of your transcript into your Parchment account where it will be stored.**
8. Click **Save & Continue**.
9. Select your destination:

Academic Destinations

1. Fill in the fields and type in the **Institution Name**.
2. Click **Search**.
3. Check the box next to the school.

4. Click **Save & Continue**, or **Save & Add Another** to send your transcript to multiple destinations.
5. Confirm your order and pay any applicable fees.

Myself

1. Select your preferred delivery method:
 - **Electronic Delivery** - your email address will populate, but you can change it by clicking **edit this email address**.
 - **Paper Transcript** - your address will populate, but you can change it by clicking **edit this address**.
2. Click **Save & Continue** or **Add Additional Destinations** to send your transcript to multiple destinations.
3. Pay any applicable fees.

Other Destinations

Non listed colleges, employment agencies, worksites, etc...

1. Fill in the **Destination Information** section. Fields with a * (asterisk) are mandatory.
2. Select the **Delivery Method**
 - **Electronic Delivery** (Enter an email address)
 - **Paper Transcript**. If you select Paper Transcript, select where you would like your transcript sent to. You can also select **Send via Overnight Delivery**.
3. Click **Save & Continue** or **Save & Add Another** to send your transcript to multiple destinations.
4. Confirm your order and pay any applicable fees.

Here's what happens next

We will receive your transcript request and then approve the request and upload your transcript (if it's available electronically), and then deliver to your destination. If your transcript is not available for electronic delivery we will prepare it locally and send to the destination you requested. You can track your order online.

More information

- Some schools have a preferred delivery method saved into our system, so you may not be presented with a choice of delivery methods.
- Do not edit an address unless you are positive that the changes you are making are correct. You cannot correct an incorrect address once an order has been fulfilled.
- Use the **Other Destinations** tab to send transcripts to employers.
- If you graduated before transcripts were electronically available at your school, you will be unable to select **Electronic Delivery**. You will be able to place requests for paper transcripts, so that your school can prepare them locally.