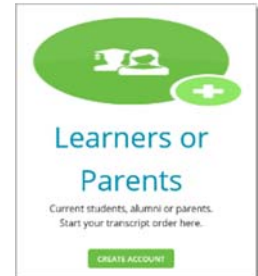


STEPS TO REQUEST YOUR TRANSCRIPTS FROM [PARCHMENT.COM](https://parchment.com)

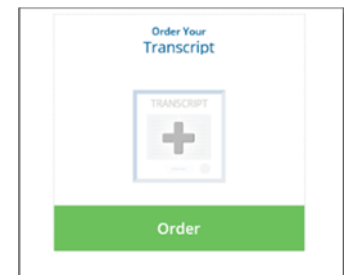
SIGN UP

1. Go to **parchment.com** and click **Create Account** (upper right).
2. Click **Learners or Parents**.
3. Sign up manually
4. Complete information fields. (**Parchment** password: Min. 10 characters)
5. After clicking **Sign up**, check your email for a verification code and then enter it into the **Verification** screen.
6. You can now sign on and click on plus sign to add your High School
7. Complete the waiver form.



ORDER

1. In your **parchment.com** account, click **Dashboard** in the navigation bar.
2. Click **Order**.
3. Select a destination such as colleges, NCAA, Common Application, or yourself
4. Opt to send now or wait for grades.
5. Submit payment, if necessary.
6. The status of your request will be emailed and updated in your Parchment.com Account.



“How to Order” Video: <https://youtu.be/iCHdokyTQA>

TRACK

1. Log in to your **parchment.com** account.
2. In the top navigation bar, click **Orders**.
3. Click on the order to view its status.

Document ID	Status	Recipient	Price	Track
TQNM4E2I	Order submitted to school	Elliott Evans	\$0.00	
Where's my transcript? Order submitted to school				
You placed an order on January 18, 2017. Your school needs to review it. If your order has been in this status for more than 2 days you should contact your school.				
		Origami Test High School	Parchment	Recipient
		Document Type: Transcript	Recipient: Elliott Evans	
		Delivery Type: Electronic	Processing Time: Now	

“How to Track Order” Video: <https://youtu.be/GllNecl94y0>

Parchment Support: <https://parchmentsupport.force.com/>