

# How to send Final Transcripts via Parchment

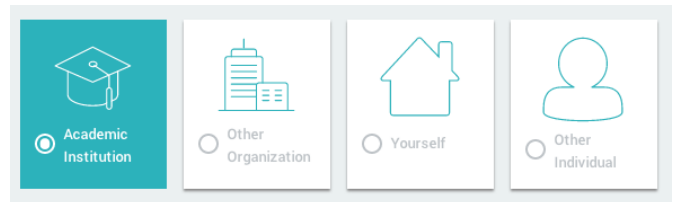
## Final Transcripts will be processed through Parchment

\*\*\*If you have not created a Parchment account please see your counselor **ASAP** to setup your account\*\*\*

### Parchment Guide to Ordering Transcripts

#### **ACADEMIC INSTITUTIONS**

Select Academic Institution to send your transcript to a college, university, NCAA, or Common App. However, if you have received instructions to send your transcript to a specific individual or department, use the [Other Individual](#) tab.



1. Click **Academic Institution**.
2. Enter the name of the institution and click Search.
3. When you see the institution, click Select.
4. Confirm your destination(s) and delivery details.

- For some institutions, you will only be able to send your transcript electronically or by mail, and you may not be able to change this. Schools within the Parchment network have a preferred delivery method so they can easily and securely receive transcripts. If you were instructed to send your transcript to a particular individual at the institution, you should use the Other Individual tab.

- Next to Processing Time, you should select **Hold for Grades** (use this only when ordering your final transcript).

5. Click **Continue**.
  - You can review your order and edit or remove the destination information.
  - If you want to add more destinations, click Add Another Item.
  - When you are ready to complete your order, enter your payment details and click **Checkout**.

6. You can now [track your order](#).

**After August 1, you are considered an alumni in Parchment and there will be a fee of \$3.50 to order a transcript.**

**The cost to request a paper transcript from the Guidance Office is \$5.00.**