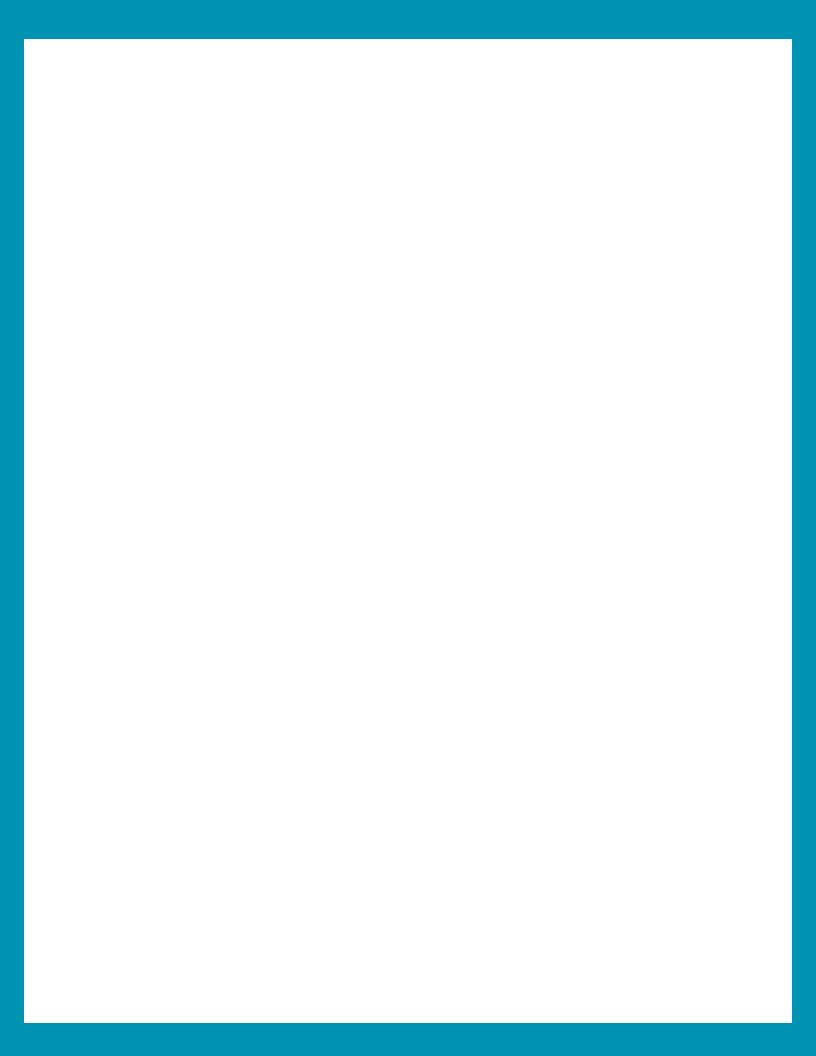2. Start by adding a school or organization you attend/ed.

3. Enter the name of the school you attend/ed in the search box and click

4. When your school appears, click   and then fill in the fields on the   page.

1. Sign in to your account.

2. Click   under the name of your school.

3. You will see two destination options. If you are sending your transcript to a school, enter the school name in the text box. If you are sending it to yourself or another individual, select the
        option.

4. Continue filling in the fields to place your order. Information on the next page tells you more about the options that you will see here.

5. On the Provide Consent page you (or your parent/guardian) authorizes Parchment to release your transcript from your school once we receive the transcript. You can sign with your mouse or finger.

6. Finally, you will make a payment (we accept Visa, Mastercard, Discover, and American Express), and you can then begin to track your order.