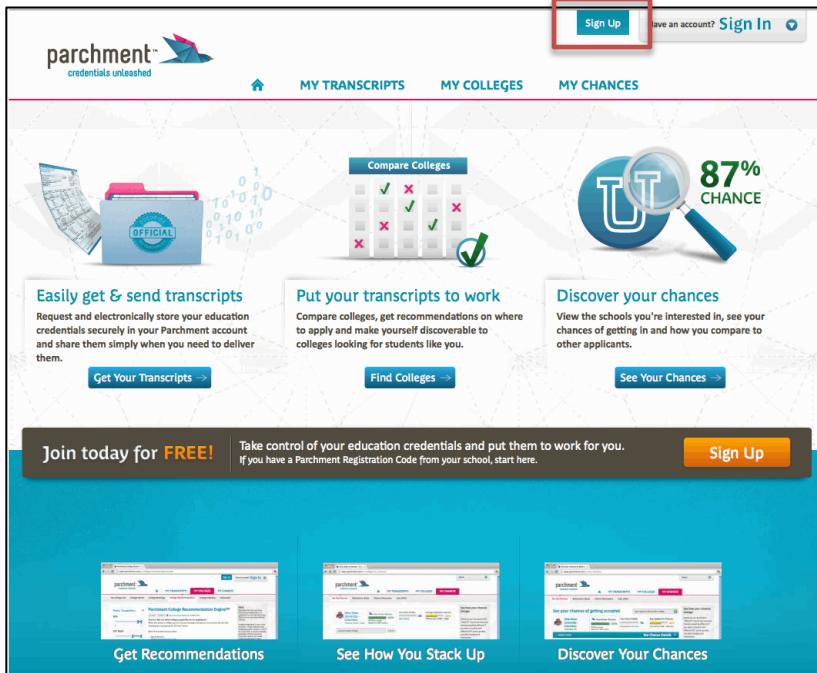


# Student Registration and Transcript Ordering

Parchment is the student transcript request portal and also offers other tools to help students identify the colleges they want to attend. Students can begin using Parchment by following these 3 steps:


1. Register with Parchment.
2. Add their school to their Parchment account.
3. Request delivery of their transcript to any destination worldwide.

## Register with Parchment



### Step 1: Go to parchment.com

The student goes to parchment.com and clicks the Sign Up button in the header.



[Sign Up](#) | Have an account? [Sign In](#)

[MY TRANSCRIPTS](#) | [MY COLLEGES](#) | [MY CHANCES](#)

### Register for your Parchment account

**Progress**

Step 1: Account Information | Step 2: Identifying Information

**Are you a: \***

Student, current or former creating my own Parchment account  
 Parent or guardian, creating Parchment account for my minor (under 18) child

\* Required Field

**Your Parchment Account Information**

Email Address \*      Confirm Email Address \*  
Must be valid. A confirmation email will be sent to this address.

Password \*      Confirm Password \*  
Password must be a minimum of 6 characters and include at least 1 letter and 1 number.

\* Required Field

**Security Questions**

Secret Question 1 \*      Secret Answer 1 \*  
 Who is your favorite aunt?     

Secret Question 2 \*      Secret Answer 2 \*  
 What is your favorite book?     

[Save & Continue](#) →

Registration with Parchment is free and allows you to:

- Request your transcripts into your Parchment account. There they can be stored securely, accessible any time when you need them.
- Deliver your official transcripts to any destination worldwide.
- See how you stack up and find your chances of being admitted to colleges.
- Get discovered by the colleges that are interested in you.

## Step 2: Create Account

The student creates their account, providing a valid email address and password.

The student also provides answers to two security questions in the event the student needs to retrieve a forgotten password.

### Register for your Parchment account

Progress

Step 1: Account Information      Step 2: Identifying Information

*\* Required field*

#### Your Information

Title  First Name \*  Middle Name  Last Name \*

Suffix  Gender \*  Date of Birth \*  Mo  Day  Year

Current Grade Level \*  or highest level of education completed

Username  Your username will be visible on Parchment, for your privacy please DO NOT use your real name

I agree to the Parchment [terms of use](#) and [student agreement](#)

*\* Required field*

#### Your Contact Information

Address

City  State or Province  Postal Code  Country

Telephone  1 (###) ###-#### ext.

*\* Required field*

#### My Opt-In Preferences

**College Discovery \***

Colleges, scholarship programs, and lenders are looking for students like you. Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in. Opting-in will not share your transcript with anyone unless you chose to do so.

Yes, share the information I provide with those colleges looking to discover me at Parchment.

No, I do not want to participate in College Discovery. Do not share any of my information with those colleges that may be interested in me.

**Parchment Newsletter \***

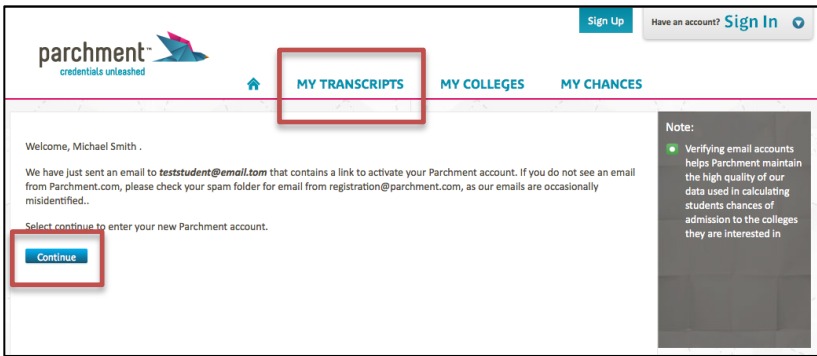
Yes, send me the Parchment email newsletter

No, do not send me emails (Parchment may still send emails that are part of the service)

### Step 3: Personal Information

The student provides their personal and contact information. Required fields are marked with an asterisk.

The student also has the opportunity to select their 'opt in' preferences to participate in Parchment's 'College Discovery' program. No student information is shared with any third parties without the explicit approval of the student.



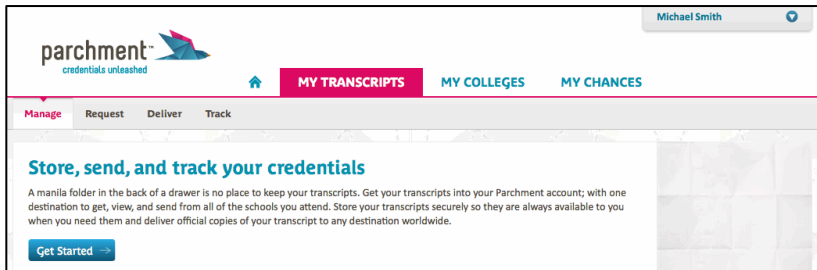
#### Step 4: Confirmation

The student receives confirmation that they have successfully created their Parchment account and can proceed to add their school to the account.

To add a school to their account, the student selects the MY TRANSCRIPTS link in the header or the Continue button on the confirmation page.

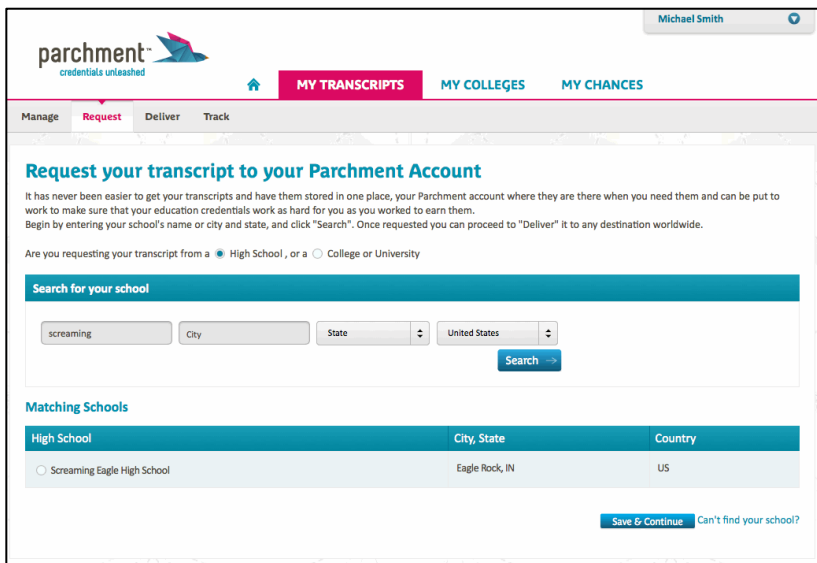
## Add a School to the Parchment Account

Once the student has created their Parchment account, they can add their school to the account to begin requesting delivery of their transcript.



### Step 1: Get Started

To add the school, the student clicks the Get Started button.



### Step 2: Locate School

The student searches our database for their school based on any combination of name, city, and state.

Michael Smith

**parchment**  
credentials unleashed

MY TRANSCRIPTS MY COLLEGES MY CHANCES

Manage Request Deliver Track

### Your Enrollment Information

Please provide the following information to help us find your transcript at Screaming Eagle High School

*\* Required field*

**Enrollment Information**

Enrollment Status \*

Currently Enrolled  
 Not Currently Enrolled

Date Started: \*

Year

Class of: \*

Year

Student ID:

Social Security Number:  Last 4 digits

*\* Required field*

**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. If you have questions about this waiver, please discuss its implications with your counselor.*

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

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

Colleges, scholarship programs, and lenders are looking for students like you. Here's how it works: Once you say we are allowed to do so, we will make basic information about you (the information provided during registration and the colleges you are interested in) available to a variety of schools and programs. Then the schools and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you chose to opt-in.

Yes, share the information I have provided in registration, my transcript from Screaming Eagle High School and the colleges I am interested in with those colleges looking to 'discover' me through my Parchment account.  
 No, I do not want to participate in College Discovery. Do not share any of my information with those colleges that may be interested in me.

Keep in mind that this is an optional bonus service that you are not required to use when using our other services and there are slightly different rules associated with using it.

### Step 3: Enrollment Information

The student provides their enrollment information to enable the sending institution to locate the student's transcript.

### Step 4: FERPA Privacy Rights Waiver

The student completes the FERPA waiver indicating whether the student waives the right to view and Secondary School Reports or Letters of Recommendation sent by the school on their behalf.

### Step 4: College Discovery

The student has the opportunity to further refine their opt in settings for the voluntary College Discovery program.

Michael Smith

**parchment**  
credentials unleashed

MY TRANSCRIPTS MY COLLEGES MY CHANCES

Manage Request Deliver Track

### Transcript Authorization Form

Federal regulations require that we receive the parents signature before we can process the transcript request for Michael Smith. The parent (or legal guardian's) authorization will allow the Student's transcript to be delivered to destinations that you or your parent designate that are not included in our database of authorized destinations. The parents authorization may be given by using a Parchment Registration Number if one was issued to them or by signing the form using your mouse or stylus. Once authorized we can process all of the transcript requests for Michael Smith.

Parchment will keep the authenticated form on file and the parent will not be required to sign it again when you place additional requests for transcripts from this school. Of course, you or your parent will be able to withdraw this authorization at any time by signing into this account and accessing preferences.

Michael Smith  
04/06/1996  
M

As above, if issued a Parchment Registration Code to the parent of Michael Smith, it may use it to authenticate the parents consent, assuring Parchment that the person giving this permission is able to do so.

**Parchment Registration Code:**  
 [Had a Parchment Registration Code and lost it?](#)

If you, the Student's parent do not have or cannot locate the Parchment Registration Code, you will instead need to complete all the information within the authorization box, below.

I authorize Parchment Inc. as the authorized representative for to release Michael Smith's complete academic transcript to destinations selected through Michael Smith's Parchment account.

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

**Name \***

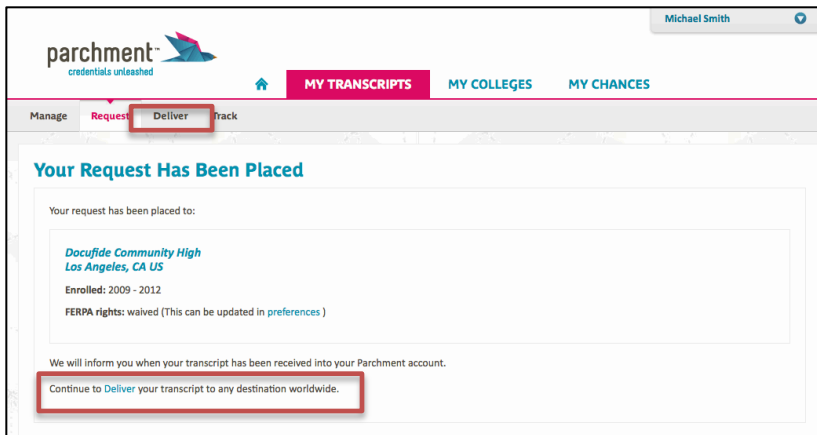
I also authorize a copy of Michael Smith's transcript to be stored in their Parchment account where they will be able to view and manage this document, and can use it for various optional services.

### Step 5: Transcript Authorization Form

The student has two options to complete the Transcript Authorization Form (TAF).

- Enter the Parchment Registration Code.
- Electronically sign the form using a mouse, stylus, or touchpad.

Finally, the student has the option of requesting a free, unofficial copy of their transcript to be stored in their Parchment account.



### Step 6: Confirmation

The student receives confirmation that their school has been added to their account.

From this confirmation page, the student can begin placing transcript requests by select the 'Deliver' tab in the header or the Deliver link in the body of the page.



## Request Delivery of Transcripts

Once the student has their school to their Parchment account, they can begin requesting delivery of your transcript to any destination worldwide.

Academic Destinations
The NCAA
The Common Application
Myself
Other Destinations

Colleges & Universities

**Transcript Fee**  
The transcript fee is \$3.00. Depending on the delivery method you select, there may be a delivery handling charge. Find the college or university you want to send your transcript to by entering all or part of the name. You can filter the results by using the optional institution type field, state or country fields.

**Included Institutions:**

Show only undergraduate admissions  
 Show other institutions (including scholarship funds)

**Country:** United States **State/Province:** Select State

**Institution Name:**

[Search](#)

Institution Name	City, State Country	Organization Type
<input type="checkbox"/> Docufide Institute of Technology	Camarillo, CA US	Private University/4 Year College

[Save & Continue](#)
[Save & Add Another](#)

### Step 1: Select Destinations

The student selects their destination(s). They can add destinations by:

- Academic Destinations – search our database of colleges/universities and scholarship funds
- The NCAA
- Myself – send an official transcript to their email address or physical address
- The Common Application – if your school has turned on the Common Application integration, students can send a transcript to the Common App
- Other Destinations – send an official transcript to any destination worldwide

Confirm Your Destinations and Delivery Details


Review the destinations you selected to send your Docufide Community High transcript. Select "edit delivery information" to modify the delivery information for a destination, or "remove destination" to delete a destination from the list.

Destination	Delivery Information	Transcript Type	Fee
Docufide Institute of Technology Camarillo, CA <a href="#" style="color: #0070c0;">remove destination</a>	<b>Delivery Method:</b> Electronic Delivery <a href="#" style="color: #0070c0;">edit delivery information</a>	<input checked="" type="radio"/> Current Transcript Transcript including grades through the current Year, 2010 - 2011. <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Year and expected to be available on 01/05/2012.	Transcript Fee: \$3.00
<b>Total Due:</b>			\$3.00

[cancel all destinations](#)
[Save & Continue](#)
[Add Additional Destinations](#)

### Step 2: Review Destinations

The student reviews the selected destinations and makes any necessary adjustments.









**Order Information** \* Required Fields

Invoice Number: 20110920140628

**Description:**

**Total: US \$2.55**

**Payment Information**

Card Number:  (enter number without spaces or dashes)

Expiration Date:  (mmyy)

**Billing Information**


First Name:  Last Name:

Address:

City:

State/Province:  Zip/Postal Code:

Country:



### Step 3: Payment

If there are any fees associated with the request, the student provides a debit/credit card to pay the fees.

Michael Smith

**parchment**  
credentials unleashed

MY TRANSCRIPTS MY COLLEGES MY CHANCES

Manage Request **Deliver** Track

### Deliver

Payment successful!

Thank you for delivering your official transcript through Parchment. Your transcript will be delivered to your selected destinations through Docufile by Parchment, Educations Trusted Intermediary (tm).

Delivery Destinations [Print](#)

Destination	Document Type	Tracking ID	Delivery Method	Fee
Docufile Institute of Technology	Current Transcript with grades through the current Year, 2010 - 2011	TDICDFC	Electronic Delivery	\$3.00

### Next Steps

Confirmation	Please <a href="#">Print this page</a> for your records, or return to your Parchment account at any time and select <a href="#">track</a> to see the status of your deliver. Parchment will send you an email confirming that we have received your order.
Approval	Official transcripts are always delivered from the current copy on file in the schools transcript repository. When a transcript is selected to include grades for the current grading period, the request is held until those grades are available. Your school may require an approval of your delivery request before your official transcript can be released by Parchment to your requested destinations. We will send you an email as soon as your request has been approved.
Delivery	Parchment will process your official transcript for delivery by mail or electronic delivery (based on the selected deliver methods). Recipients who receive transcripts electronically can download them immediately and we will notify you by email as soon as they are received. If your official transcript is to be sent by mail, it will be printed within 24 hours of approval from your school, scanned, and delivered to the post office - which triggers a confirmation email to you that it was mailed. Note: it may take 3-7 business days for a transcript to arrive by mail and then it may take colleges as much as 4-6 weeks to process transcripts once they have been received. Many colleges will not confirm receipt until they have processed the transcript and updated your file. Regrettably these paper processing procedures and delays are not something Parchment has any control over.
Questions?	If you have any questions about your delivery, you can sign in to Parchment at any time and select <a href="#">track</a> to view the status of your transcript deliveries.

[Deliver another transcript](#)

### Step 4: Confirmation

The student receives a confirmation describing next steps for their transcript requests and Tracking ID(s) for their order..