**Ordering Transcripts through Parchment**

Parchment is a website THS uses to send your transcripts to most colleges, programs, NCAA, scholarship corporations, and other destinations.

**Directions for using Parchment:**

1. Create your account at [www.parchment.com](http://www.parchment.com) using your individual Parchment code (see Ms. Modetz in the counseling office if you did not pick up your code at orientation).
2. Answer only the required questions. The website asks students a plethora of questions that you DO NOT have to answer. It is not necessary to answer the questions in order to send transcripts. Do not answer questions about grades, classes taken, extra-curriculars, etc. unless you choose to do so.
3. Order transcripts:
* **Student Copy**: Order a PDF and an unofficial transcript will be sent to your email. (In view, it will show an image of your old transcript; if you request one to yourself, the updated transcript will be displayed.)
* **College**: Type in the name of college you want to receive your transcript. Transcripts must be sent officially by the school; students cannot upload transcripts themselves on college applications.
* **Common Application**: In the search box, type “Common Application.” Common Application will appear on a list, select it and continue. On the next screen, you will enter your Common App ID #.
Verify that the information is correct: your name and your counselor’s name (must input counselor into Common App first!). It will list the colleges that you have selected on your Common Application. Click the Save and Continue button to move on (or Save & Add Another for additional destinations.) and confirm to send. Your transcript will be uploaded to the School Report that will be completed by your counselor.
1. Sign and type your name and check the box; save and continue. In red, it says “your order has been sent to your school for fulfillment. Thanks for using Parchment.”
2. Click “I’m done.” Ms. Modetz will receive your transcript request and will send your transcript in a reasonable time frame, on school days only. Students are responsible for ordering transcripts at least 7 school days before a deadline. Transcripts are only sent during school hours—not on weekends or during school breaks.



