

## Order your transcript

1. Log in to Parchment.com. Or, if you haven't registered yet, go the Sign up page and follow the onscreen instructions to register.
2. Click **Transcripts**.
3. You now need to find the school that has your transcript.

- Enter your school's information **WHERE WOULD YOU LIKE TO ORDER YOUR TRANSCRIPT FROM?** and click **Search**.
- If your school is already listed, click **Send Transcript** and go to the **Select your destination** help topic.
- If you want to add another school, click **Add another institution**. **+ ADD ANOTHER INSTITUTION**  
Enter the school's information and click **Search**.

4. When you see your school listed, click **Select**.

- If your school does not appear or you see **Transcripts Unavailable**, please contact your school to request your transcript.

TRANSCRIPTS  
UNAVAILABLE

5. If you are able to order transcripts from your school using Parchment, you will be brought to the **Enrollment Information** page.

- Select if you are currently enrolled or not enrolled.
- Check the box if the name on your transcript is different to your name today. You will then enter your name when you were enrolled in the text boxes provided.
- Enter your date of birth if it is not already filled in.
- Select your gender.
- Select the years that you attended this school.

### ENTER YOUR ENROLLMENT INFORMATION

Enrollment Status	<input type="radio"/> Currently enrolled <input checked="" type="radio"/> Not currently enrolled
Your Name	Cristin Dee <input checked="" type="checkbox"/> My name on my transcript is different
Name When Enrolled	<input type="text" value="Cristin"/> <input type="text" value="Mitchell"/>
Date of Birth	10/10/1988
Gender	Female
Years Attended	<input type="text" value="2004"/> - <input type="text" value="2008"/>

6. Under FERPA Privacy Rights, select whether you'd like to waive your FERPA rights to read your letters of recommendation.

7. Click **Save & Continue**.
8. Enter your address and phone number, and select **Save & Continue**.
9. On the **Provide Consent Signature** page:
  - a. Use your mouse or stylus to sign your name in the box.
  - b. Type your name into the box and check the box to confirm that you are authorized to order the transcript.

- For minors, a parent must sign, type their name, and check the box that certifies they are authorized to sign. However, if you are a minor and ordering your college transcript, you will be able to sign.

Sign here with mouse:  [Clear Signature](#)

Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

- c. If you haven't completed high school yet, you will see a box that you can check if you want a copy of your high school transcript stored in your Parchment account.
10. Click **Save & Continue**.
11. Now you're ready to select where you want your transcript to go. Go to **Select your destination** on the next page.