

# Signing Up for Transcript Deliveries

Every underclassmen and graduate needing a transcript for college admission, employers, scholarships, etc. (If you are an underclassmen transferring to another district, you need to request records directly from the office.)

# Important Things to Note

- If you need help with anything on the parchment site; from the home page, click the down arrow next to “sign in”, then click help center, and contact us.
- Undergraduates need to send a transcript when applying to their school of choice ***AND*** again at the end of the school year when all grades are final (4<sup>th</sup> Quarter Grades included).

Parchment - College admissions predictions. - Windows Internet Explorer

https://www.parchment.com/c/reg

File Edit View Favorites Tools Help

Parchment - College admissions predictions.

## Register for your Parchment account

Progress

Step 1: Account Information   Step 2: Identifying Information   Step 3: College Discovery Information (optional)

### 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 \*

Security Question 1  

Secret Question 2 \*   Secret Answer 2 \*

Security Question 2  

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

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.

Done

start   Inbox - Microsof...   Kansas Individu...   5 Reminders   My Documents   Welcome to Doc...   Resource Materi...   Parchment - Coll...   8:24 AM

- Log onto [www.parchment.com](https://www.parchment.com). Click “Sign Up” in the upper right corner. You will be taken to page one of the registration process, shown above. Enter your email address and password. Your email address will be your log in each time you need to request a transcript be delivered. You will want to remember this, often times graduates need transcripts again even 10 and 20 years after graduation. Complete the security questions and indicate if you are the student or parent. All of these fields are required.

https://www.parchment.com/c/reg/student.php

File Edit View Favorites Tools Help

★ Favorites Parchment - Student Registration Sign Up

## Register for your Parchment account

**Progress**

Step 1: Account Information   Step 2: Identifying Information   Step 3: College Discovery Information (optional)

*\* Required field*

### Your Information

**Title**   **First Name \***   **Middle Name**   **Last Name \***   **Generation**

Title   First Name   Middle Name   Last Name   Generation

**Gender \***   **Date of Birth \***

Gender   Mo   Day   Year

**Current Grade Level \***   **Year Entering College**

Grade Level   or highest level of education completed   Year

**Username**

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

*\* 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 chose 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.

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.

The next screen collects your personal information. The username it requests you create is NOT your log in. It is only seen within the Parchment website if you choose to utilize any of the other services, such as college searches and forums. “My Opt-In Preferences” will be covered in the next slide.

https://www.parchment.com/c/reg/student.php

File Edit View Favorites Tools Help

Parchment - Student Registration Sign Up

\* 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 chose 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)

☐ I agree to the Parchment [terms of use](#) and [service agreement](#) \*

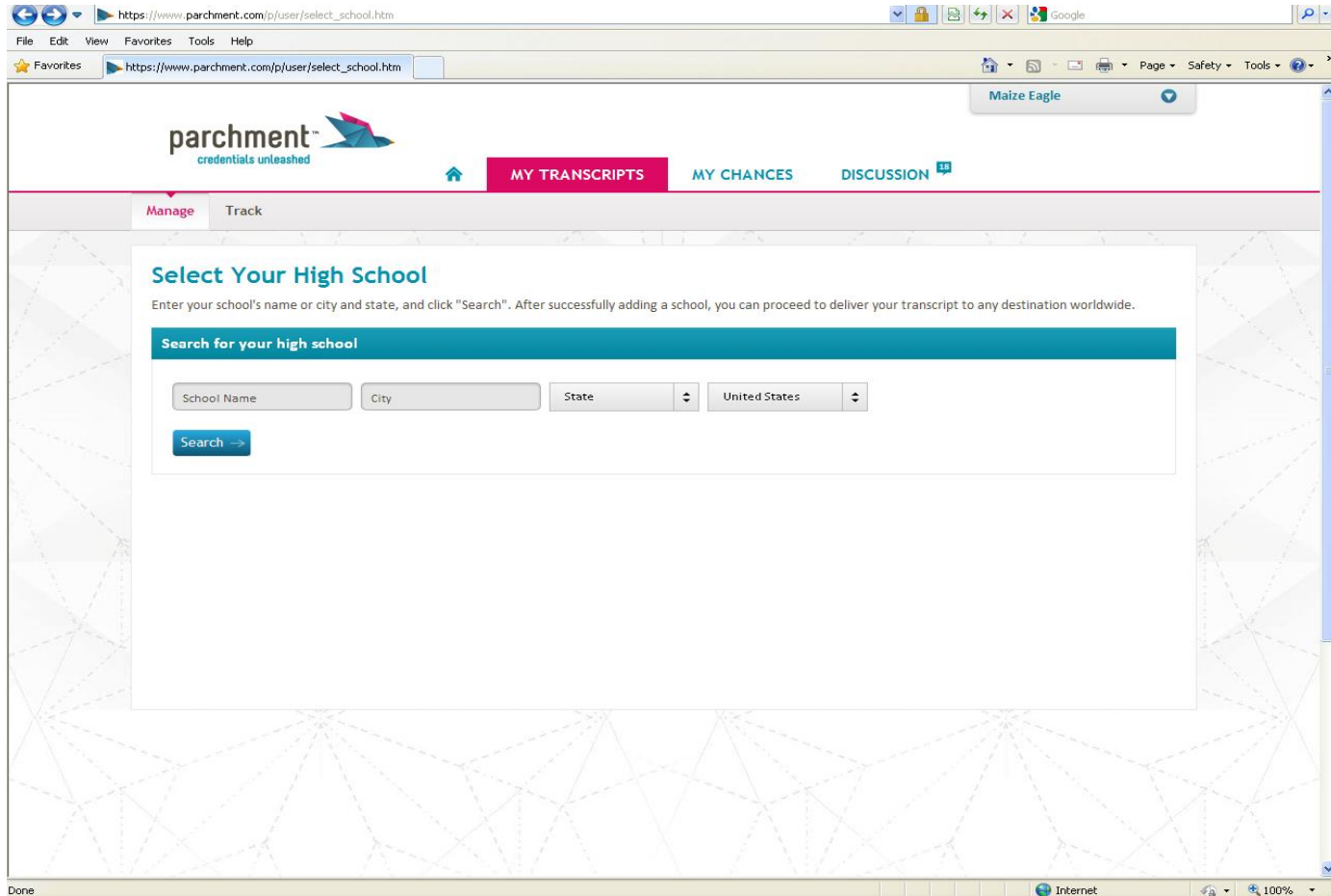
Save & Continue →

<b>My Parchment Page</b> My Transcripts See My Chances College Search	<b>About Parchment</b> Our Company Solutions Leadership	<b>Parchment Discover</b> Be Discovered Enrollment Analytics Recruit Students	<b>Docufide By Parchment</b> Docufide Platform Overview Docufide Sender Docufide Receiver
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Done Internet 100%

You will need to opt in or out for the College Discovery and Newsletter. You will receive emails and mailings if you opt in. All of the fields in this area are required.



You will be given a welcome message, not shown, stating you will receive an email confirming your registration. Then click on “My Transcripts”. You will select your high school here. This will always remain in your profile. For MSHS students enter Maize South High, Wichita, KS and search. You will get a list of schools to select from.

https://www.parchment.com/p/user/enrolledInfo.htm

File Edit View Favorites Tools Help

https://www.parchment.com/p/user/enrolledInfo.htm

## Enter your Enrollment Information

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

*\* Required field*

### Enrollment Information

Enrollment Status \*

☒ Currently Enrolled

☐ Not Currently Enrolled

Earliest year of attendance: \*

Year

Latest year of attendance: \*

Year

### Name when enrolled (if different)

First Name

Middle Name

Last Name

Suffix

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

Done

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**For Current Students:** Select “Currently Enrolled”, “Earliest year of attendance” is the year you began at MSHS. “Latest year of attendance” – this is NOT the current year! Enter your graduation year here. **For Graduates:** Select “Not Currently Enrolled” and follow the directions for current students above. \*All students need to read the FERPA section carefully and must waive or not waive rights. **Non-Graduates not currently enrolled** – This process is not for you. You need to contact your school office.

https://www.parchment.com/p/user/taf.htm

File Edit View Favorites Tools Help

https://www.parchment.com/p/user/taf.htm

Maize Eagle

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MY TRANSCRIPTS MY CHANCES DISCUSSION

Manage Track

### Sign the Transcript Request Form

Federal regulations require that we receive your parents signature before we can process transcript requests for Maize Eagle. Your parent (or legal guardian's) authorization will allow your transcript to be delivered to destinations that you designate that are not included in our database of authorized destinations. The parents authorization may be given using your mouse or stylus to sign your name in the box below. Once authorized we can process all of your transcript requests.

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.

Maize Eagle  
06/07/1995  
M

[Have a Parchment Registration Code?](#)

I authorize Parchment Inc. as the authorized representative for Maize High School to release Maize Eagle's complete academic transcript to destinations selected through Maize Eagle's Parchment account.

X

X Clear Signature

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

Parent (or Guardian) Name: \*

☒ I also authorize a copy of Maize Eagle'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.

Done Internet 100%

Your final step is to sign, using your mouse. And fill out the rest of this page. Make sure the bottom box is checked to authorize a copy of your transcript be stored in your account. This will allow you to view the document through parchment. It is always a good idea to make sure all grades and courses are accurately recorded.



https://www.parchment.com/p/user/mytranscript.htm

File Edit View Favorites Tools Help

Online Transcripts: Request, store, and send transcri...

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Manage Track

### My Schools, My Transcripts

Need to do more with your transcripts? You can add schools, request your transcript to your Parchment account, or have your transcript delivered to any destination. If you have previously loaded a transcript into Parchment, you can view it or delete it.

+ Add another school

#### Maize High School

Enrollment Status: Enrolled 2009 - current

[Deliver Latest Transcript](#)

My transcripts from Maize High School	Action
Latest Transcript Status: <b>Upload pending</b>	
Upload pending (Request placed 08/23/2012)	<a href="#">View</a> <a href="#">Delete</a>

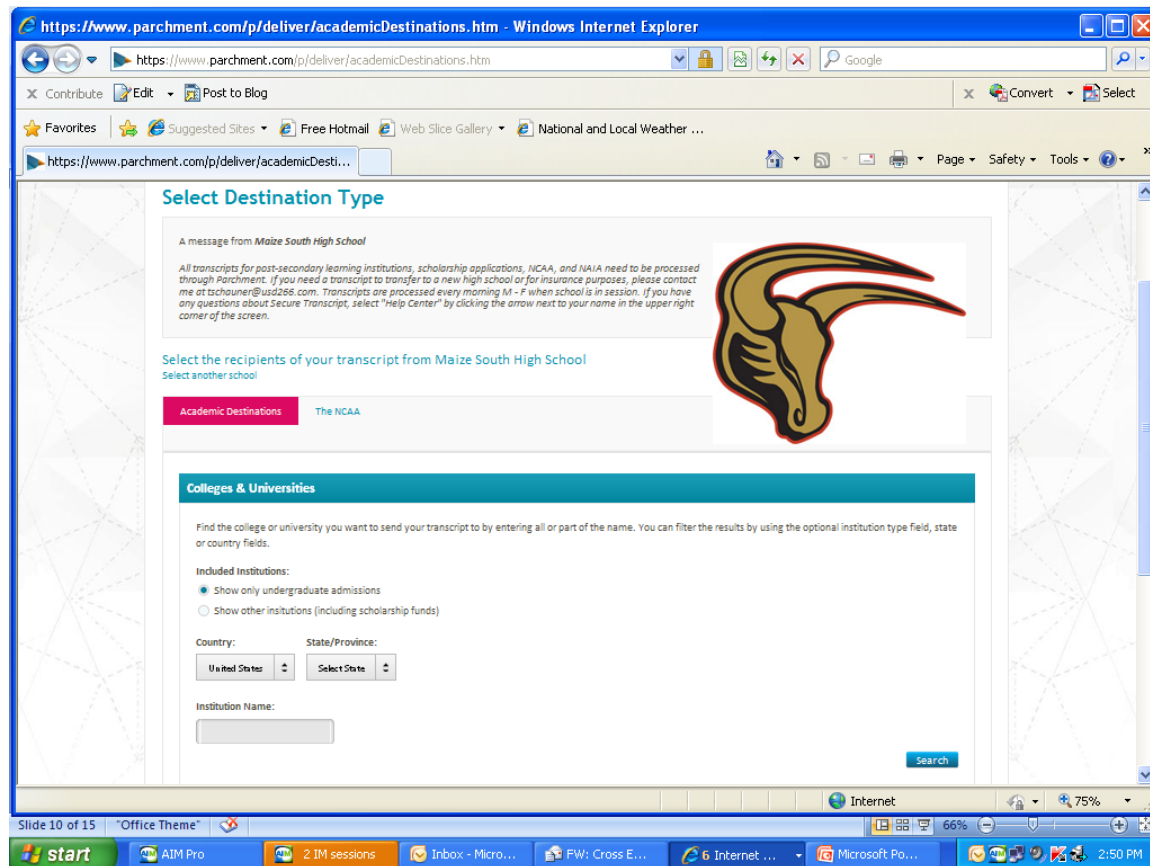
[Remove School](#)

#### Most Popular Transcript Destinations for Maize High School

1. Wichita State University
2. Kansas State University
3. Butler Community College (KS)
4. University of Kansas
5. NCAA Eligibility Center
6. Hutchinson Community College and Area Vocational School
7. Cowley County Community College
8. Newman University
9. Fort Hays State University
10. Pittsburg State University

Done Internet 100%

Every time you need a transcript sent, you will log onto your account and return to the “My Transcripts” page. Select “Deliver Latest Transcript” to begin the process again.



Next you need to tell the system where the transcript will be sent. To search for “Academic Destinations” select the “Academic Destinations” tab, it is a good idea to select “Show other institutions “(including scholarship funds) – this will include ALL colleges and scholarships that are registered to receive eTranscripts. If you have trouble finding your school, put in less information. Ex. You enter Kansas University and get nothing. Try entering Kansas. If your school does not come up, you will need to use the “Other Destinations” tab. (This will be covered in a different slide.)

https://www.parchment.com/p/deliver/deliveryDetail.htm

File Edit View Favorites Tools Help

https://www.parchment.com/p/deliver/deliveryDetail...

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### Confirm Your Destinations and Delivery Details

Does everything look correct? If you need to change a destination you selected, choose "edit delivery information" to modify the delivery information or "remove destination" to delete a destination from the list.

Destination	Delivery Information	Transcript Type	Fee
University of Kansas Lawrence, KS <a href="#">remove destination</a>	<b>Delivery Method:</b> Electronic Delivery <b>Application Tracking Number:</b> <input type="text"/> <a href="#">edit delivery information</a>	<input checked="" type="radio"/> Current Transcript Transcript including grades through 4th Quarter, 2011 - 2012 (Transcript became available 06/01/2012). <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Quarter and expected to be available on 10/19/2012.	* Transcript Fee: \$0.00 * Fee subsidized by: Kansas e-Transcript Initiative
Total Due:			\$0.00

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

Current Destinations

- University of Kansas

Done Internet 100%

You will be taken to a Delivery Details page to confirm your order. You do not need an Application Tracking Number. Some universities will provide a number to you, they will let you know if there is one to include. If they didn't, you don't need it. You will need to select the "Transcript Type". If you need it sent right now, select current. If you need your next terms grades on it, indicate "Next Grading Period". (Graduates will automatically have Current Transcript listed.) There will be a \$3.25 fee charged by Parchment to complete your request for transcript delivery. There may be additional processing fees as well when requesting paper delivery via regular mail or overnight paper delivery.

https://www.parchment.com/p/deliver/confirmation.htm

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https://www.parchment.com/p/deliver/confirmation.htm

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## Deliver

Payment successful!

Thank you for delivering your official transcript through Parchment. Your transcript will be delivered to your selected destinations through Docufide by Parchment, Education's Trusted Intermediary™.

Delivery Destinations [Print](#)

Destination	Document Type	Tracking ID	Delivery Method	Fee
University of Kansas	Current Transcript (Initial) with grades through 4th Quarter, 2011 - 2012 (Transcript became available 06/01/2012)	TR8T7XM	Electronic Delivery	\$0.00

### 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 school's 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 delivery 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](#)

Done Internet 100%

Your next screen will confirm the order, as well as explain the process that will happen with approval and delivery to the destination. Please note. You will receive emails confirming the steps have completed. You may also log back into your account, "My Transcripts" and select "Track" (next to the Manage tab), to track what is happening with your transcript. Most electronic deliveries are completed within 24-48 hours. Weekends and holidays will take longer.

The screenshot shows a web browser window with the URL <https://www.parchment.com/p/deliver/other.htm>. The page title is "Select the recipients of your transcript from Maize High School" with a link to "Select another school". A navigation bar includes tabs for "Academic Destinations", "The NCAA", "The Common Application", "Myself", and "Other Destinations" (which is highlighted in pink). Below the tabs, the "Other Destinations" section contains the following information:

**Transcript Fee**  
The transcript fee is \$2.55. Depending on the delivery method you select, there may be a delivery handling charge.  
Follow the steps outlined to send a transcript to a destination outside the Docufile database:

1. Select a Category.
2. Enter the Destination Name and an Attention Line, if necessary.
3. Select a Delivery Method and provide the required delivery information.

**Destination Information**

**Category: \***  
Select Category [dropdown menu]

**Destination Name: \***  
[text input field] Enter name as it should appear in the delivery address.

**Attention Name: \***  
[text input field]

**Delivery Method**

☐ Delivery Method: Electronic Delivery

*We will email instructions to securely download the transcript to the email address provided. If the transcript is not downloaded within 5 days, the request will be canceled.*

☐ Delivery Method: Paper Transcript

*You will receive the transcript delivered on security paper to the address provided*

If your destination is not listed under “Academic Destinations”, you will need to select one of four other options. If you are sending to the NCAA or the Common Application, they have their own tab. You can send a copy to yourself to include with scholarship applications. If it needs to be official, remember to NOT open the envelope. If none of these are applicable, you can tell Parchment exactly where to send it by selecting “Other Destinations”.

The screenshot shows a web browser window with the URL <https://www.parchment.com/p/deliver/other.htm>. The page contains a form for specifying delivery details. At the top, there are fields for "Destination Name: \*" (containing "Scholarship Fund") and "Attention Name: \*" (containing "Susy College"). Below these is the "Delivery Method" section, which has two radio button options. The first option, "Delivery Method: Electronic Delivery", is selected. Below this option is a text box with instructions: "We will email instructions to securely download the transcript to the email address provided. If the transcript is not downloaded within 5 days, the request will be canceled." This is followed by two input fields: "Email address: \*" (containing a placeholder) and "Confirm Email address: \*". Below these fields is a checkbox labeled "I confirm that the email address is valid. \*". The second radio button option, "Delivery Method: Paper Transcript", is unselected. Below this option is a text box stating: "You will receive the transcript delivered on security paper to the address provided". At the bottom right of the form, there are two buttons: "Save & Continue" and "Save & Add Another". The footer of the page includes a navigation bar with links: "My Parchment Page", "About Parchment", "Parchment Discover", and "Docufide By Parchment". The Parchment logo is also present in the footer.

Destination Name: \*

Scholarship Fund Enter name as it should appear in the delivery address.

Attention Name: \*

Susy College

Delivery Method

☒ Delivery Method: Electronic Delivery

We will email instructions to securely download the transcript to the email address provided. If the transcript is not downloaded within 5 days, the request will be canceled.

Email address: \*

Enter the email address for the destination (do not enter your own email address)

Confirm Email address: \*

☐ I confirm that the email address is valid. \*

☐ Delivery Method: Paper Transcript

You will receive the transcript delivered on security paper to the address provided

Save & Continue Save & Add Another

My Parchment Page About Parchment Parchment Discover Docufide By Parchment

My Transcripts Our Company Be Discovered Docufide Platform Overview

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If the destination will accept them electronically, enter the name of the destination and attention name. Select "Delivery Method: Electronic Delivery". Enter the **DESTINATIONS** email address (*not your own*). An email will be sent to the person listed directly from Parchment with instructions on downloading the official transcript.

https://www.parchment.com/p/deliver/other.htm

File Edit View Favorites Tools Help

https://www.parchment.com/p/deliver/other.htm

Destination Name: \*

Scholarship Fund Enter name as it should appear in the delivery address.

Attention Name: \*

Susy College

Delivery Method

☐ Delivery Method: Electronic Delivery

We will email instructions to securely download the transcript to the email address provided. If the transcript is not downloaded within 5 days, the request will be canceled.

☒ Delivery Method: Paper Transcript

You will receive the transcript delivered on security paper to the address provided

☒ United States (including U.S. territories and APO/FPO address) - Delivery handling charge of \$1.70

☐ Canada or Mexico - \$4.95

☐ All Other Countries - \$4.70

Address: \*

Line 1

Line 2

City: \* State: \* Postal Code: \*

Select State

☐ Send via Overnight Delivery

Save & Continue Save & Add Another

Internet 100%

If they will only accept a paper copy, select “Delivery Method: Paper Transcript”, select the appropriate postal designation, and enter the address.