

Go to www.parchment.com to register. Click Sign Up in the upper right corner.

parchment

TRANSCRIPTS COLLEGE TOOLS DISCUSSION

SIGN UP SIGN IN

SIGN UP WITH FACEBOOK

OR

Example ✓

Maize ✓

08/02/1999 ✓

emaize@yahoo.com ✓

•••••••• ✓

☐ I am a parent / legal guardian

SIGN UP

[Have a Registration Code?](#)

[Already have an account?](#)

The next screen will ask your permission to share information with colleges, or not. You will also read and agree to their terms of use, as well as indicate you have permission from a parent to register, if under 18.

COLLEGES, SCHOLARSHIP PROGRAMS, AND OTHER INSTITUTIONS 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 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.

- ☐ Yes, share the information I provide with those colleges looking to discover me at Parchment.
- ☒ No, I do not wish to share my information or transcripts with colleges that may be interested in me.

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

☒ I have my parents' or legal guardians' permission to create this Parchment account

LET'S GO!

They will ask you a few questions to help them gather information about post-secondary schools you are interested in.

NEED A TRANSCRIPT?

SEND ONE NOW

×

WHICH COLLEGES ARE YOU INTERESTED IN?

Tell us a few colleges you're interested in so we can give you great recommendations and personalize your Parchment experience. (You can add more later)

1. Kansas State University

Q

GOOD PICK

2. University of Kansas

Q

NICE CHOICE

3. Wichita State University

Q

GREAT LIST

NEXT

CHOOSE COLLEGES

+

A LITTLE ABOUT YOU

=

SEE YOUR RESULTS!

They will ask you for more information about your GPA and test scores. This is to assist them as they provide a list of schools that will match your criteria. You may also select Send One Now (transcript), to skip this step.

NEED A TRANSCRIPT?

SEND ONE NOW

×

RESULTS ARE ONLY FOUR QUESTIONS AWAY...

Simply fill in the fields below to see your college chances, matches and more.

State of Residence

STATE: KANSAS

✓

Unweighted GPA

3.5

✓

ACT

23

SAT SCORES

Math

Writing

Reading

SEE MY RESULTS!

CHOOSE COLLEGES

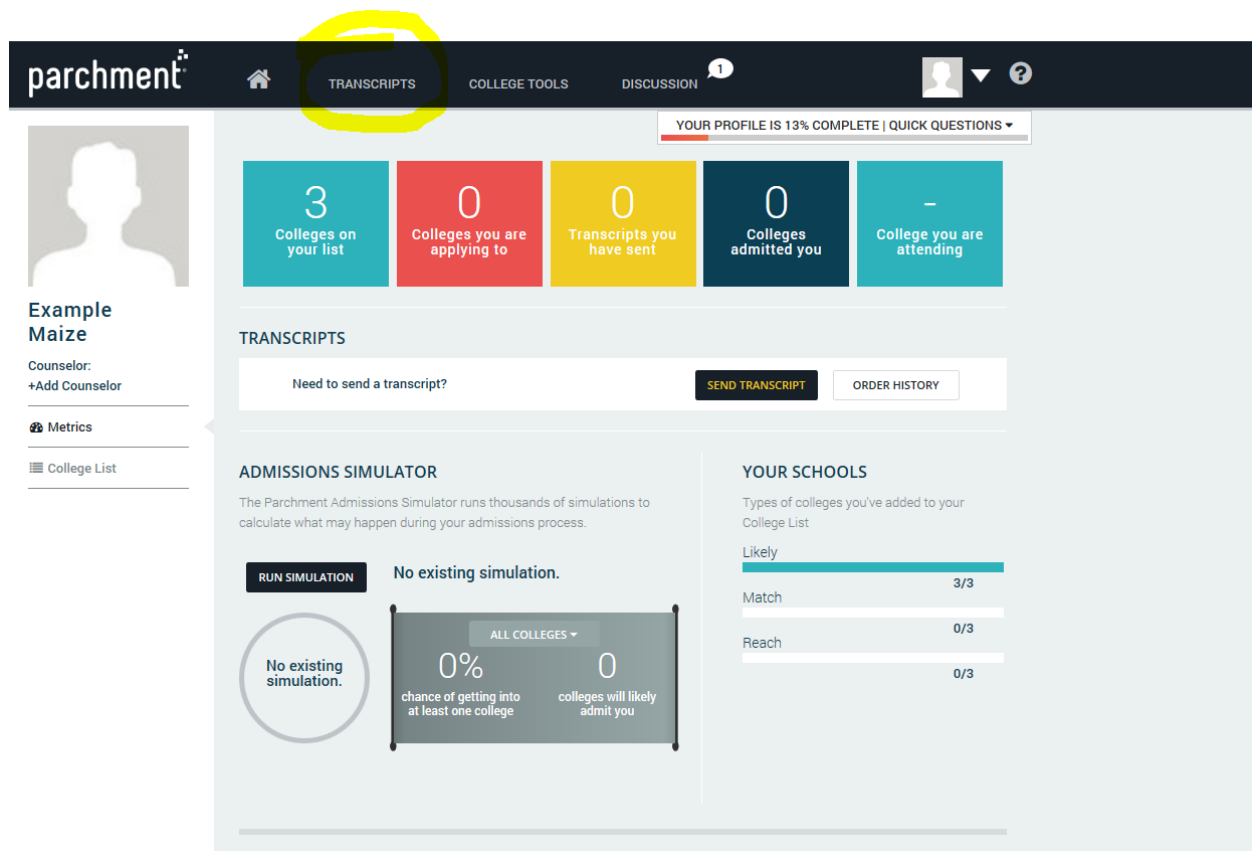
+

A LITTLE ABOUT YOU

=

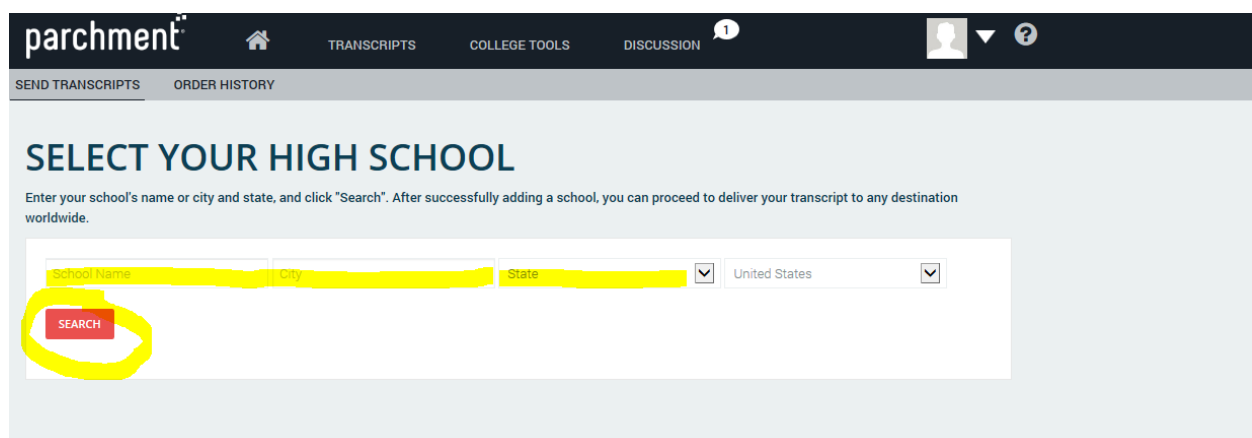
SEE YOUR RESULTS!

You will select “Send Transcript” (center of the screen), or “Transcripts” at the top to request your transcript delivery. The Transcripts tab at the top is also where you will come back to, to request transcript delivery at a different time.







The screenshot shows the Parchment dashboard. The top navigation bar has a dark background with the Parchment logo, a home icon, and tabs for TRANSCRIPTS (highlighted with a yellow circle), COLLEGE TOOLS, and DISCUSSION. A notification bubble with the number 1 is next to DISCUSSION. On the right of the navigation bar are icons for a user profile, a dropdown arrow, and a help icon. Below the navigation bar, a status bar indicates 'YOUR PROFILE IS 13% COMPLETE | QUICK QUESTIONS'. The main content area features a sidebar on the left with a user profile placeholder, the name 'Example Maize', and links for 'Counselor: +Add Counselor', 'Metrics', and 'College List'. The main area has five colored boxes: '3 Colleges on your list' (teal), '0 Colleges you are applying to' (red), '0 Transcripts you have sent' (yellow), '0 Colleges admitted you' (dark blue), and 'College you are attending' (teal). Below these is the 'TRANSCRIPTS' section with a 'Need to send a transcript?' prompt and a 'SEND TRANSCRIPT' button. The 'ADMISSIONS SIMULATOR' section shows 'No existing simulation.' and a 'RUN SIMULATION' button. The 'YOUR SCHOOLS' section shows a table with columns 'Likely', 'Match', and 'Reach', each with a progress bar and a value of 0/3.

Select your high school. For CHSM and MHS the city will be Maize. For MSHS, you will enter Wichita as the city.



The screenshot shows the 'SELECT YOUR HIGH SCHOOL' form. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there are links for 'SEND TRANSCRIPTS' and 'ORDER HISTORY'. The main heading is 'SELECT YOUR HIGH SCHOOL'. Below the heading is a subheading: 'Enter your school's name or city and state, and click "Search". After successfully adding a school, you can proceed to deliver your transcript to any destination worldwide.' The form has four input fields: 'School Name', 'City', 'State' (a dropdown menu), and 'United States' (a dropdown menu). A red 'SEARCH' button is at the bottom of the form, highlighted with a yellow circle.

Enter the information as indicated. It is ok if you do not remember your student ID or you do not want to enter the last four digits of your social security number.

parchment  TRANSCRIPTS COLLEGE TOOLS DISCUSSION   

[SEND TRANSCRIPTS](#) [ORDER HISTORY](#)

ENTER YOUR ENROLLMENT INFORMATION

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

ENROLLMENT INFORMATION

Enrollment Status *

☒ **Currently Enrolled**

☐ Not Currently Enrolled


Earliest year of attendance: *

2014


Expected Graduation Year: *

2017

NAME WHEN ENROLLED (IF DIFFERENT)

First Name	Middle Name	Last Name	Suffix
			Suffix 

Gender *

Female 

Student ID: 2017000000

Social Security Number: 0000 Last 4 digits

Indicate you do not want to waive your right to access.

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

SAVE & CONTINUE

If you are 18, you will sign the transcript request form using your mouse. If you are under 18, you should have a parent sign. We recommend you check the box to authorize Parchment to keep an electronic copy of the last transcript requested on file. This will allow you to go back and view it at any time. You can also request a self-view at any time without requesting one to be sent out to a college, allowing you to track your progress.

SIGN THE TRANSCRIPT REQUEST FORM


Federal regulations require that we receive your parents signature before we can process transcript requests for Example Maize. 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.

Example Maize
08/02/1999
F

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



 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: *






Mom Maize

☒ I also authorize a copy of Example Maize'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.

Cancel Request

SAVE & CONTINUE

The next step is to select where you want your transcript delivered. Most requests will be sent to an “Academic Destination”. You can choose to see the entities available to receive electronically by undergraduate admissions or other institutions (including some scholarship funds). Tip: When searching by Name, entering the basics of the name is sometimes helpful. Ex. University of Kansas – enter Kansas and all schools with Kansas in the name will pop up for you to select from.

parchment  TRANSCRIPTS COLLEGE TOOLS DISCUSSION    

SEND TRANSCRIPTS ORDER HISTORY

Academic Destinations The NCAA The Common App Myself Other Destinations

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: State/Province:

Institution Name:

WELCOME MESSAGE

A message from Maize High School

Welcome to Parchment Exchange.

All transcripts for post-secondary learning institutions, scholarship applications, and the NCAA need to be processed through Parchment. If you need a transcript to transfer to a new high school or for insurance purposes, please contact me at lrarkin@usd266.com.

Transcripts are processed every morning, M-F when school is in session. If you have any questions about Parchment Exchange, select "Help Center" by clicking the arrow next to your name in the upper right corner of your screen.

You can also send to the NCAA. You will need your NCAA ID, so have that handy.

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TRANSCRIPTS COLLEGE TOOLS DISCUSSION

SEND TRANSCRIPTS ORDER HISTORY

Academic Destinations

The NCAA

The Common App

Myself

Other Destinations


Send your transcript electronically to the NCAA Eligibility Center

Delivery Method:

Electronic Delivery

Fee:

\$3.25

Your NCAA ID: * 

Enter NCAA ID here

ADD ANOTHER

SAVE & CONTINUE

WELCOME MESSAGE

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All transcripts for post-secondary learning institutions, scholarship applications, and the NCAA need to be processed through Parchment. If you need a transcript to transfer to a new high school or for insurance purposes, please contact me at lrarkin@usd266.com.

Transcripts are processed every morning, M-F when school is in session. If you have any questions about Parchment Exchange, select "Help Center" by clicking the arrow next to your name in the upper right corner of your screen.

You can send to the Common App. Have your Common App ID ready.

The screenshot shows the Parchment website's 'The Common App' section. At the top, there's a navigation bar with 'parchment' logo, a home icon, and links for 'TRANSCRIPTS', 'COLLEGE TOOLS', and 'DISCUSSION'. Below this, a secondary bar has 'SEND TRANSCRIPTS' and 'ORDER HISTORY'. The main content area features a tabbed interface with 'Academic Destinations', 'The NCAA', 'The Common App' (selected), 'Myself', and 'Other Destinations'. Under the 'The Common App' tab, there's a heading 'Send your transcript electronically to Common Application' followed by two paragraphs of instructions. Below the text is a form with the label 'TO GET STARTED, PROVIDE YOUR COMMON APP ID:'. The form contains a text input field labeled 'Common App ID:' with the value '25E123' entered, and a 'SUBMIT' button. A yellow circle highlights the 'SUBMIT' button. To the right of the main content area, there's a 'WELCOME MESSAGE' box containing a message from Maize High School, a welcome note, and information about transcript processing and contact details.

parchment TRANSCRIPTS COLLEGE TOOLS DISCUSSION

SEND TRANSCRIPTS ORDER HISTORY

Academic Destinations The NCAA **The Common App** Myself Other Destinations

Send your transcript electronically to Common Application

If you submit your application to Common App member colleges online at www.commonapp.org and your counselor accepts your invitation to submit the associated school forms online, you can request Parchment Exchange to send your transcript to the Common App to be made available to ALL Common App member colleges to which you applied or will apply online through the Common App site.

If you apply to a Common App member college through a different process (i.e. through a paper application or a different online application) or your counselor does not accept your invitation to submit the associated school forms online, you must make separate requests for each college by selecting Academic Destinations and searching for the individual colleges.

TO GET STARTED, PROVIDE YOUR COMMON APP ID:

Common App ID: 25E123 SUBMIT

WELCOME MESSAGE

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Welcome to Parchment Exchange.

All transcripts for post-secondary learning institutions, scholarship applications, and the NCAA need to be processed through Parchment. If you need a transcript to transfer to a new high school or for insurance purposes, please contact me at lrarkin@usd266.com.

Transcripts are processed every morning, M-F when school is in session. If you have any questions about Parchment Exchange, select "Help Center" by clicking the arrow next to your name in the upper right corner of your screen.

Once you select submit, Your Student Name will show on the next screen, along with your college list. If your counselor has not accepted your invitation to submit the forms online through the Common App yet, you will receive a message letting you know. It will provide directions for what to do.

You can also send a transcript for yourself. There are a few choices available for this. Keep in mind, if you are sending a transcript to yourself to turn in for a scholarship. You will not want to open it if they are requesting an official copy. They will oftentimes expect to receive it in a sealed envelope. If you are sending to a post-secondary school this is not how you will request a transcript. You will either send electronically through the Academic Destinations tab, or via Other Destinations, which will be explained next.

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TRANSCRIPTS COLLEGE TOOLS DISCUSSION

SEND TRANSCRIPTS ORDER HISTORY

Academic Destinations The NCAA The Common App **Myself** Other Destinations

Transcripts can be viewed, saved, and printed from the 'Manage' tab in My Transcripts. This is for the delivery of an official copy of your transcript either electronically or through the mail (or overnight delivery) on security paper.

Transcript Fee
The transcript fee is \$3.25. Depending on the delivery method you select, there may be a delivery handling charge.

☒ Delivery Method: Electronic Delivery

You will receive email instructions to securely download the transcript to the email address saved to your Parchment account.

☐ Delivery Method: Paper Transcript

You will receive the transcript delivered on security paper to the address saved to your Parchment account.

ADD ANOTHER **SAVE & CONTINUE**

WELCOME MESSAGE

A message from Maize High School

Welcome to Parchment Exchange.

All transcripts for post-secondary learning institutions, scholarship applications, and the NCAA need to be processed through Parchment. If you need a transcript to transfer to a new high school or for insurance purposes, please contact me at lrankin@usd266.com.

Transcripts are processed every morning, M-F when school is in session. If you have any questions about Parchment Exchange, select "Help Center" by clicking the arrow next to your name in the upper right corner of your screen.

If your post-secondary school is not registered to receive your transcript electronically, you will choose "Other Destinations". You can select Employer, Individual, Scholarship Fund, College-University, Technical College, Career College, Graduate School, Application Services, Other from the Selected Category drop down menu. Enter the name and whose attention it needs to go to. If you do not have an attention name, you can enter Admissions for a school, etc. You can choose whether to send via email or paper.

Academic Destinations	The NCAA	The Common App	Myself	Other Destinations
<p>Transcript Fee The transcript fee is \$3.25. 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 Parchment Exchange database:</p> <ol style="list-style-type: none">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.				<p>WELCOME MESSAGE</p> <p>A message from Maize High School</p> <p>Welcome to Parchment Exchange.</p> <p>All transcripts for post-secondary learning institutions, scholarship applications, and the NCAA need to be processed through Parchment. If you need a transcript to transfer to a new high school or for insurance purposes, please contact me at lrarkin@usd266.com.</p> <p>Transcripts are processed every morning, M-F when school is in session. If you have any questions about Parchment Exchange, select "Help Center" by clicking the arrow next to your name in the upper right corner of your screen.</p>
<h3>DESTINATION INFORMATION</h3> <p>Category: *</p> <div><div>Select Category</div><div>▼</div></div> <p>Destination Name: *</p> <div><div></div><div>Enter name as it should appear in the delivery address.</div></div> <p>Attention Name: *</p> <div><div></div></div>				
<h3>DELIVERY METHOD</h3> <p><input checked="" type="radio"/> Delivery Method: Electronic Delivery</p> <div><p>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.</p></div> <p><input type="radio"/> Delivery Method: Paper Transcript</p> <div><p>You will receive the transcript delivered on security paper to the address provided</p></div>				
<div><div>ADD ANOTHER</div><div>SAVE & CONTINUE</div></div>				

Next indicate when you want your transcript sent. Most people will not have an application tracking number. Choose to send immediately, or you may choose to send after the next grading period. After term 3 has ended, you will have the choice of “Final Transcript”. This will be selected for any undergraduate that wishes to have all of their Junior year grades included OR for the Senior graduate. ***All post-secondary schools require a final transcript be sent indicating you did graduate. This is in addition to the transcript that was sent for admissions.***

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TRANSCRIPTS COLLEGE TOOLS DISCUSSION

SEND TRANSCRIPTS ORDER HISTORY

CONFIRM YOUR DESTINATIONS AND DELIVERY DETAILS

Does everything look correct? If you need to change a destination you selected, choose "edit delivery information" to make a change. Please note, institutions that have selected electronic delivery are not editable. Click "remove destination" to delete a destination.

DESTINATION	DELIVERY INFORMATION	TRANSCRIPT TYPE	FEE
University of Kansas Lawrence, KS remove destination	Delivery Method: Electronic Delivery Application Tracking Number: <input type="text"/>	<div><input checked="" type="radio"/> Current Transcript Transcript including grades through 2nd Quarter, 2013 - 2014 (Transcript became available 01/10/2014) . <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Quarter and expected to be available on 03/15/2014.</div>	Transcript Fee: \$3.25

Total Due: **\$3.25**

[cancel all destinations](#)

[ADD ADDITIONAL DESTINATIONS](#)[SAVE & CONTINUE](#)

WELCOME MESSAGE

A message from Maize High School

Welcome to Parchment Exchange.

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Transcripts are processed every morning, M-F when school is in session. If you have any questions about Parchment Exchange, select "Help Center" by clicking the arrow next to your name in the upper right corner of your screen.

CURRENT DESTINATIONS

- ✕ University of Kansas

You will choose payment options next.

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EXCHANGE

Order Information

* Required Fields

Description:

Invoice Number: 4364815

Total: US \$3.25

Payment Information

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

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: *

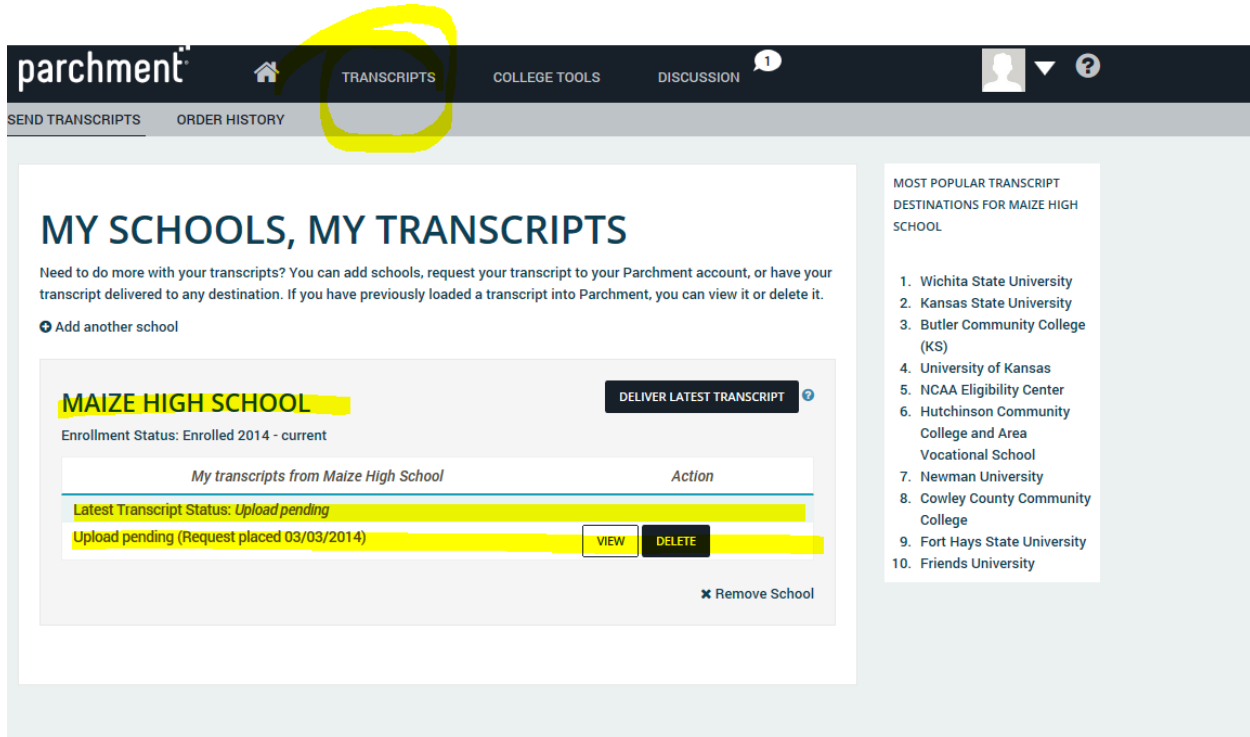
VERIFIED
Authorize.Net
Click
MERCHANT

Submit

Cancel

You have the ability to track the transcripts you have sent 24/7. Simply go to your “Transcripts” tab at the top of your screen. It will show where you have sent, if it has been uploaded from the high school or is pending, and whether it has been downloaded to the destination entity or is pending.

Keep in mind, universities and colleges are extremely busy receiving sometimes 100’s – 1000’s of transcripts a day. It may take several days for the college to process it on their end into your admission account. This is a great tool to track when they have downloaded it, however.



parchment TRANSCRIPTS COLLEGE TOOLS DISCUSSION 1

SEND TRANSCRIPTS ORDER HISTORY

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 2014 - current

DELIVER LATEST TRANSCRIPT ⓘ

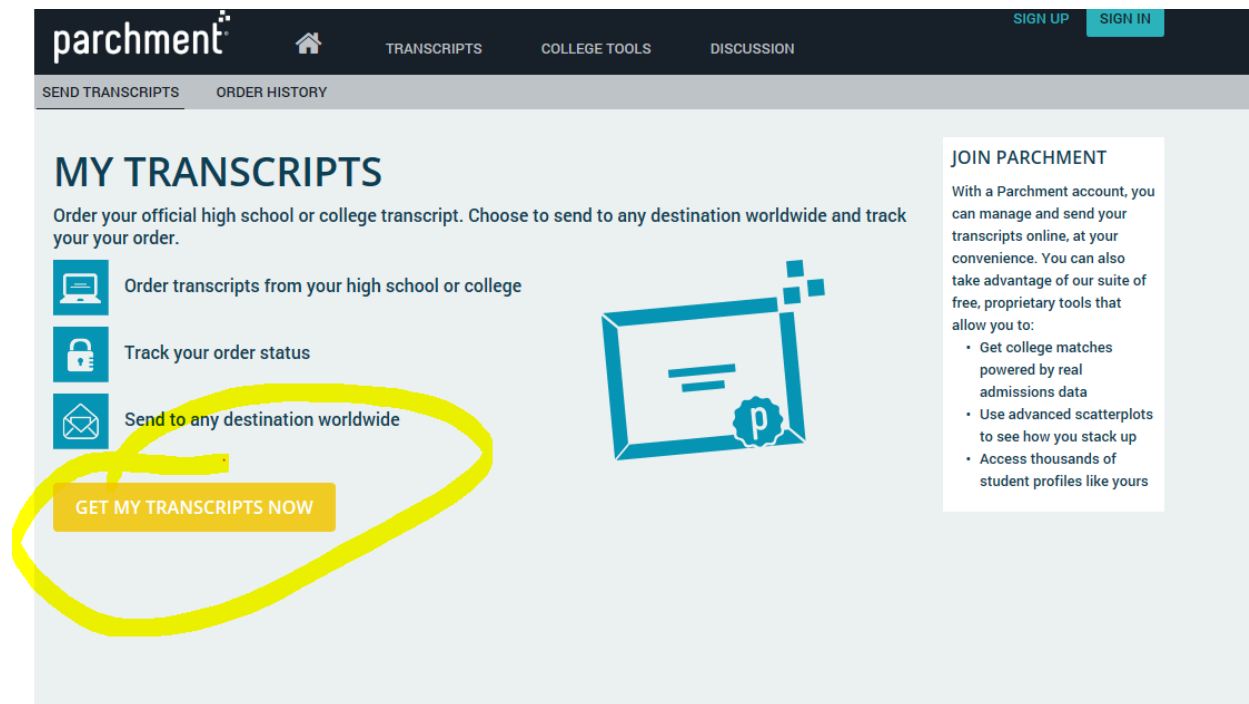
My transcripts from Maize High School	Action
Latest Transcript Status: <i>Upload pending</i>	
Upload pending (Request placed 03/03/2014)	VIEW DELETE


✕ 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. Newman University
8. Cowley County Community College
9. Fort Hays State University
10. Friends University

You can also come back at any time to request more transcript deliveries. Simply go to Transcripts, and select “Get My Transcripts Now”.






parchment  [TRANSCRIPTS](#) [COLLEGE TOOLS](#) [DISCUSSION](#) [SIGN UP](#) [SIGN IN](#)


[SEND TRANSCRIPTS](#) [ORDER HISTORY](#)

MY TRANSCRIPTS

Order your official high school or college transcript. Choose to send to any destination worldwide and track your order.

-  Order transcripts from your high school or college
-  Track your order status
-  Send to any destination worldwide

[GET MY TRANSCRIPTS NOW](#)



JOIN PARCHMENT

With a Parchment account, you can manage and send your transcripts online, at your convenience. You can also take advantage of our suite of free, proprietary tools that allow you to:

- Get college matches powered by real admissions data
- Use advanced scatterplots to see how you stack up
- Access thousands of student profiles like yours