

CREATING AN ACCOUNT WITH PARCHMENT

- Go to **Parchment.com**
- “Sign Up” in the high school transcript area.
- Follow the directions to complete the enrollment process
- When picking a log-in and password keep them appropriate and ones you will remember in years to come. **DO NOT USE YOUR ARROWHEAD EMAIL FOR YOUR LOG-IN!**
- The first time you log in, you will see a “banner” to add school you have attended. This is where you will enter Arrowhead High School.

TRANSCRIPT ORDERING & USING YOUR ACCOUNT

- Sign in to your Parchment account
- Follow the instructions for selecting colleges & NCAA to which your transcript should be sent
- For other organizations, such as schools not listed, click the link under “Select Other Destinations” and enter the requested information.
- You will know you have completed the request when you have entered your credit/debit card and submitted.
- Make sure you use your full legal name, birth date and graduation year. Misspellings or inaccurate dates will not allow your transcript to match up with your request.

FINAL TRANSCRIPTS

- Students **must** send their Final Transcript after graduation to colleges, technical schools, the military, employers, etc. **YOU** must request this!
- During your second semester reminders will be sent to you so remember to complete this important step. Not submitting your Final Transcript with your graduation date could affect your school admission and/or financial aid.

THE COMMON APPLICATION

- You must remember to electronically invite your school counselor.
- Prior to your counselor completing their portion of the Common Application, you must have requested your transcript from Parchment **to the Common App** (not the individual school) and provide your counselor with a **Senior Profile**. You will request your transcript for the initial application, the mid-year report and final reports.
- On Parchment, make sure to select the Common Application option where you will need to enter your Common Application ID number.

If you have any problems with Parchment during the registration or ordering process of transcripts, go to www.parchment.com and click on “SUPPORT” area. There are several helpful tutorials available on Parchment.

Students can see Mrs. Morrison in the North Campus Counseling Office for questions or concerns on the transcript process.