

CREATING AN ACCOUNT WITH PARCHMENT

- Go to www.Parchment.com
- Select Create Account in top banner.
- Select Learner Account
- Complete the questions. Pay particular attention to spelling your **LEGAL** name correctly, entering your date of birth and the years in which you attend HIGH SCHOOL. Any inconsistencies will result in a matching error and will not give you a transcript.
- Use an email THAT IS NOT YOUR ARROWHEAD EMAIL ACCOUNT.
- Use the confirmation code that was sent to your email to complete the process.
- To finish the setup process, Click the Blue banner to “order your credentials from 9000 organizations”
- Enter Arrowhead High School in the “What school do you attend” bar
- Complete the blanks, again taking care for accuracy.
- Select the Waive my right to access button.
- **Leave the Authorize box checked** (This will request an Unofficial copy of your transcript be stored on your homepage, to do with what you’d like.)
- You can use the order button to order and send transcripts at your discretion, for a \$3.75 fee.

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. Olson in the North Campus Counseling Office for questions or concerns on the transcript process.