SENDING YOUR TRANSCRIPT TO A SCHOOL

INCLUDING THE COMMON APP, NCAA, AND NAIA

- 1. Sign into your Parchment Account.
 - a. Email: Recommended using a personal email.
 - b. Password: 10 characters long with 1 Uppercase & 1 number
- 2. Click "Order"
- 3. Using the search bar, enter the destinations.
 - a. Abbreviations/Acronyms do **NOT** work in the search.
 - i. EXAMPLE: SWIC
- 4. Order details will appear on the next screen.
 - a. You may have to use your mouse or finger to sign your name
 - b. In May, graduating students may select 'Hold for grades' to request a final transcript
- 5. Click "Continue"
 - a. If needed, you may add another destination.
- 6. Finalize your order.

٩	Belleville West High School
Chroliment in	nfo
You can now get your credentials! Here is what is walting for yo	
	Your Transcript
	Order
FOR	Δ:
ITEM	Transcript
FROM TO	Belleville West High School
O Add a	nother item for

EMAILING TRANSCRIPT TO A SCHOOL

IDEAL FOR RECRUITERS, COACHES, AND SCHOLARSHIPS

- 1. Sign into your Parchment Account.
- 2. Click "Order"
- 3. Under the destination search bar click I'm sending this to myself or another individual.
 - a. Choose " sending to another individual"
- 4. Select "Electronic"
- 5. Enter the below information
 - a. **Destination** = Name of the school or Scholarship
 - b. **Recipient Email** = Copy & Paste the email address
- 6. Order details will appear on the next screen.
 - a. Use drop downs to select the correct information.
- 7. Click "Continue"
 - a. If needed, you may add another destination.
- 8. Finalize your order.

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I am sending
I am sending this order to another individual
(e ^N)
Electronic Print & Mailed Delivered By Email Printed On Paper & Mailed
RECIPIENT INFORMATION
* School Name, Business, Person, or Your Name
* Recipient's Email
* Retype Email
Continue