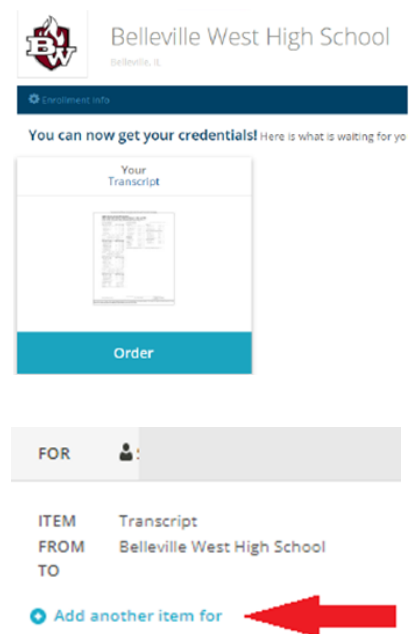


# SENDING YOUR TRANSCRIPT TO A SCHOOL

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.



# 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.

