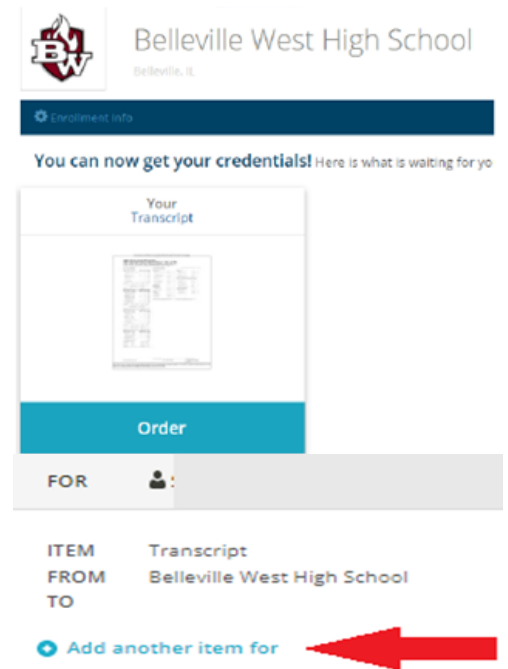


# SENDING YOUR TRANSCRIPT TO A SCHOOL

## INCLUDING THE COMMON APP, NCAA, AND NAIA

1. Sign into your Parchment Account.
  - a. 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.  
EXAMPLE: SWIC = Southwestern Illinois College
4. Order details will appear on the next screen.
  - a. Use drop downs to help us locate your records
  - b. Use your mouse or finger to sign your name (required)
5. Click "**Continue**"
  - a. If needed, you may add another destination.
6. Enter payment information



# OBTAIN AN OFFICIAL PAPER COPY

## GREAT FOR EMPLOYERS, DMV, AND SOCIAL SECURITY OFFICE

1. Sign into your Parchment Account.
2. Click "**Order**"
3. Under the destination search bar select "***I'm sending this to myself or another individual***"
  - a. Choose the appropriate option
4. Select "***Print & Mailed***"
  - a. Enter a physical mailing address
5. Order details will appear on the next screen.
  - a. Use drop downs to help us locate your records
6. Enter payment information
  - a. Once the order is processed at the school level, it may take about 7-10 business days to receive your order in the mail.



For additional assistance, please contact the District 201 office or your campus registrar

### Belleville West High School

Ms. Schraufnagel

618-222-7676

BWRegistrar@BTHS201.org

### BTHS District 201

Mrs. Buss

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### Belleville East High School

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