

Final Transcript Requests

www.parchment.com

Seniors,

In order to show proof of high school graduation to the college you plan to attend, you must request that your final transcript showing your second semester final grades and your graduation date be sent to the college or university you plan to attend. You will not be able to complete the enrollment process at the college you plan to attend without doing this. Please follow the instructions below exactly as they are written to make a final transcript request.

CREATING A PARCHMENT ACCOUNT

* Note: If you have already created a parchment account earlier in the year, please skip to the **SENDING YOUR TRANSCRIPT** portion of these instructions

- 1.) Go to www.parchment.com.
- 2.) Select **Create Account** located toward the top right-hand corner of the page.
- 3.) Select **Learners or Parents**.
- 4.) Enter your identification information and make sure you select **No, I do not want to be discovered by colleges and scholarship programs looking for students like me** toward the bottom of your screen. Failure to do this will take you on a different path of instructions, and you may receive numerous unsolicited emails. Once this page is completed, select **Sign Up**.
- 5.) Confirm email or enter email verification code.
- 6.) Select **Start by adding a school or organization you attended** located in middle of your screen.
- 7.) Type in **Morton East**, click **Search**, then select **Add**.
- 8.) Complete the **Add Enrollment Information** page, then select **Consent and Request**.

SENDING YOUR TRANSCRIPT

- 1.) Sign in to your parchment account.
 - Make sure you are in the **Dashboard** tab of your account

- 2.) Select the **Order** button under the **Order Your Transcript** box.
- 3.) Search for the name of the College or University you want your transcript sent to by typing the institution's name in the search box, then select that college/university.
- 4.) On the **Item Details** page, select the option *****HOLD FOR GRADES***** under **When do you want this sent?** (SEE SCREENSHOT BELOW), then complete the rest of this page and select **Continue**.
 - Selecting **HOLD FOR GRADES** means that you are sending your final transcript. If you leave it as **SEND NOW**, your transcript will be sent immediately and **WILL NOT** include your graduation date.
- 5.) On the **Order Summary** page, select **Complete Order**.
 - Note: you should not have to pay a fee for this transcript request.

***Screenshot for Step 4 of SENDING YOUR TRANSCRIPT**

< BACKItem DetailsCANCEL ✕



Transcript

For: **Morty Mustang**

Date of Birth: **Jan 01, 2003**

Last 4 SSN: _____

FROM

J Sterling Morton East High Sch
Cicero, IL

TO

Morton College

Delivery Method: **Electronic**

Credential Fee	\$4.15
Subsidized	-\$4.15
<i>Subsidy provided by:</i>	

Item Total	\$0.00

* When do you want this sent?

✔ Hold for Grades▼

