Transcript Requests:

Common Application or Coalition Application:

If you are applying to universities that use the Common Application or the Coalition Application, you must provide your counselor's email address on the application where specified. Your counselor will then receive an email requesting that they complete a secondary school report on your behalf. As part of this secondary school report, your counselor will have the ability to upload your high school transcript. Please follow up with your counselor to ensure they received the request to complete the secondary school report. Please allow for at least two weeks for the secondary school report to be completed.

All Other Colleges:

For universities that use their own application, you should check in with your counselor once you have submitted your application to see how to go about sending your transcript. Some colleges/universities use services such as SENDedu that will allow your counselor to submit your transcript electronically once you enter their email address. If the school does not use a service that allows your counselor to submit your transcript, you must make transcript requests through www.parchment.com. You must first create an account on www.parchment.com before you make a request for your transcript to be sent. Please allow for at least two weeks for the transcript request to be fulfilled. Instructions on how to create an account through www.parchment.com and for how to make a transcript request is below:

CREATING AN ACCOUNT

1.) Go to www.parchment.com.
2.) Select **Create Account** at the top right-hand corner of the page.
3.) Select **Learners/Parents**.
4.) Enter identification information and click **Sign Up.**
   - Note: Select **No, I do not want to be discovered by colleges and scholarship programs looking for students like me** to avoid unwanted emails.
5.) Confirm email or enter email verification code.
6.) Select **Start by adding a school or organization you attended.**
7.) Type in **Morton East**, click **Search**, then select **Add.**
8.) Complete the identification information, then select **Consent and Request**.

SENDING YOUR TRANSCRIPT

1.) Login to account.
2.) Select **Order** (box under J.S. Morton East High School).
3.) Search for the name of the University you would like to have your transcript sent to.
4.) Review the order details, then select **Save and Continue**. Review the order again, then select **Continue**.
5.) Complete the consent page, then select **Save and Continue**.