**HIGHLAND PARK HIGH SCHOOL**

**Counseling Department**

# Requesting a Transcript

All transcripts are sent electronically through either Parchment or Common Application/Coalition Application. Fees for Parchment transcripts range from free to $4.70; Common and Coalition App transcripts are free. Fees are to be paid via debit/credit card at the time of the order. If you do not have a debit/credit card see Mr. Becker in the Counseling Resource Center to pay by cash (you will need to do the request with him at that time).

***NOTE: If you are changing/adding courses or took a class over the summer make sure your transcript is complete and correct by logging onto Infinite Campus and checking it BEFORE you submit a request through Parchment. Transcripts are sent real-time within a couple days of request, make sure you are sending an accurate one!***

## NON-COMMON APP SCHOOLS

To have transcripts sent simply follow the steps below.

1. Register

* Go to [www.parchment.com](http://www.parchment.com) and click on the “Create Account” tab in the upper right hand corner
* Follow the registration process by entering the required information. ***When entering your name, enter your full, proper name as it would appear on your transcript or in school records.*** If you go by Jim but your name is James, register with James. If you have a hyphenated last name, like Harrison-Rose, use that if it appears that way on your transcript, report card, etc.
* On the page you will have the chance to “Opt In” or “Opt Out” of the optional services. Be warned that if you do decide to opt in your name will be sold to colleges, testing companies, and other entities that will solicit you
* Complete the registration process by agreeing to Parchment’s terms of service; you will then confirm your registration through an e-mail sent to you by Parchment
* You will then be sent to your home page within Parchment and will need to enter your high school by clicking on the “Start by adding a school or organization you attended” tab
* Do a name search for Highland Park High School in IL; ***Make sure you select the correct Highland Park High School before continuing, there are a number in the system.***
* The next registration page asks for additional info. Be sure to waive your right to access under FERPA.
* You’re done! You can now request transcripts through Parchment. In the future, when you log-in you will be taken to your home page in the system, simply click on the **ORDER** tab in the middle of the page

1. Request a transcript

* Go to [www.parchment.com](http://www.parchment.com) and click on the “Sign In” tab in the upper right hand corner to Sign in using the e-mail and password you registered with
* Click on the “Order Your Transcript” button on the left side of the page.
* Search for your institution by name or state, click on the school to add it to your list of schools to send transcripts to (make sure and search by the proper college name, ex. Univ. of Wisconsin, not “Madison”).
* Once you have selected a school, check to make sure it is the correct institution. If you are sending the transcript to complete an initial application, the most current one will be sent. If you need/want to have mid-year grades sent, you will log-in to request a transcript and change the transcript tab from “Send Now” to “Hold for Grades”. This transcript will be sent as soon as first semester grades are posted in February.
* At this point you can save and add another school to your request by clicking the “Add another institution” tab and following the same process, or “Save & Continue” to finish your request. Once you have completed all of your requests for this session, click “Save & Continue” to finish the process, including acceptance of the user agreement and payment (see Mr. Becker in the CRC if you cannot pay by credit card).
* You will receive a series of three e-mails from Docufide; one confirming your request, one letting you know when it was sent to the college and a final one letting you know the college has received it (if it was sent electronically).

### COMMON APP/COALITION APP SCHOOLS

* This process is very easy! First, you will need to create an account at the respective application website. When you fill out the application you will be prompted to enter your counselor’s information including their e-mail address, be sure to input your guidance counselor’s info, NOT YOUR COLLEGE COUNSELOR. Your counselor will then receive an e-mail prompting them to complete their portion of your application.
* Once your counselor is ready to submit your letter of recommendation and Secondary School Report (SSR), he/she will upload a transcript automatically to the specific application. **YOU DO NOT NEED TO REQUEST A TRANSCRIPT FROM PARCHMENT FOR COMMON/COALITION APPLICATION SCHOOLS!** Your counselor will send this when they complete their portion of your application.

**TRANSCRIPTS TO THE NCAA, SCHOLARSHIP ORGANIZATIONS, INT’L SCHOOLS, ETC.**

* Go to [www.parchment.com](http://www.parchment.com) and click on the “Sign In” tab in the upper right hand corner to Sign in using the e-mail and password you submitted when you registered.
* Many national organizations such as the NCAA are included in the Academic Destinations available through Parchment so you can simply search for these similar to a college or university
* If a destination is not available under Academic Destinations click the tab to send a transcript to “Yourself or Another Individual”. With this option you can send transcripts via e-mail or paper to anyone you wish.
* At this point you can save and add another request by following the same process, or save and continue to finish your request. Once you have completed all of your requests for this session, click “Save & Continue” to finish the order, including payment.
* You will receive a confirmation e-mail from Docufide acknowledging your order and a follow-up contact when the transcript has been sent.