

# Highland Park High School

## Counseling Department

### Requesting a Final Transcript

All transcript requests occur electronically through [www.parchment.com](http://www.parchment.com), including college and scholarship applications. Students and parents who would like an unofficial copy of their transcript can access a copy through the Parent Portal on Infinite Campus. If you need help accessing this site please contact the Counseling Dept.

### Directions for ALL Final Transcript Requests (including Common App schools):

1. Log into your account at [www.parchment.com](http://www.parchment.com).

**NOTE: If you have never used Parchment before** you will need to create an account by searching for Highland Park High School, making sure to indicate the correct Highland Park HS as your school. Follow the directions to create a new account, once you have been prompted to activate your account through your e-mail you are done! There is no need to continue on and fill out further info. Simply go to your e-mail, click on the link to activate your account, and follow the steps below. You can ignore the Parchment registration code but must sign electronically and click the appropriate boxes.

2. Select **Order Your Transcript** in the middle of your home page. Then search for your final college choice on the next page.
  - Program defaults to Academic Destinations - use the search tool to find your school
  - After you have selected the destination for your transcript, click on **“Hold for Grades”** on the confirmation page if you make the request prior to **June 15th**. Leave it as “Send Now” if you make the request June 16th or later.
  - Click “Save & Continue” and then follow the Checkout procedures
3. At check out, you may be required to pay a fee based on the school you are attending. Some schools are free while others sent electronically have a fee, as do those that need to be mailed.
4. Follow-up
  - In addition to a final confirmation page you will receive e-mails from Parchment confirming your request, when the transcript was sent, and, if it was sent electronically, when it was received by the college.
  - Keep these e-mails handy as they will be a record of what you sent and when you sent it.
  - Note that colleges and universities have different processes by which they download the transcripts and when the transcript is reflected in their system.
  - You can keep record of all of your transcript requests under the “Orders” portion of your Parchment site at the top of the page.
5. If you need to send additional final transcripts anywhere else, such as the NCAA, repeat the process.

**NOTE:** *Do not worry about the transcript in your account being an older one, all transcripts are sent from Highland Park High School in real time so will reflect the most up-to-date information.*