

## What is Parchment?

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## Easily send transcripts from the comfort of your own home.

- 1) Go to www.parchment.com/join
- 2) Sign up to create your account with Parchment
- 3) Add your school to your Parchment account
  - Click the Get Started button
  - Add your high school
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  - Complete the Transcript Authorization
    Form by either entering the Parchment
    Registration Code or electronically signing the form
  - Receive confirmation that your school has been added and begin placing transcript requests by selecting the 'Deliver' tab

## 4) Request delivery of your transcript to any destination worldwide

- Select the destinations, such as Academic Destinations, the NCAA, The Common Application, yourself or any other destination
- Review destinations
- Provide debit/credit card payment if there are fees associated with the request
- Receive a confirmation with the Tracking ID and next steps for your transcript request





