

## REQUESTING TRANSCRIPTS THROUGH PARCHMENT

1. Go to: [www.parchment.com](http://www.parchment.com).
  - Click on “**Create account**” found in the top left corner of the screen.
  - Click on “Learners/Parents”
  - At the bottom of the next screen, find and click on “**Have a Registration Code?**”
  - Enter your registration code listed on the sheet given to you.
  - Enter your e-mail and create a password. (Do not use the rhssaddles email)
  - Make a note of the e-mail and password for future log-ins --- also write email and password on your registration code sheet.
  - Add ‘female’ for gender.
  - May also need to add ‘12<sup>th</sup>’ for grade, and ‘2019’ for year entering college.
2. Next, in the first gray boxed area, you will be asked if you wish to share your information with colleges, scholarship services, etc. Indicate **NO**.
3. In the next gray boxed area, Under FERPA Privacy Rights, click “I waive my right to access.”
4. Next, click a check mark in all three boxes in the last gray boxed area. (We have your parent’s permission on file for you.)
5. Click “Let’s go”.
6. **If you get a pop up box, close out of it.**
7. **Click on the blue “order” box under Regina.**
  - Search for colleges you are interested in and select each school. Athletes hoping for scholarships can also search and select NCAA.
  - To the question “When do you want this sent?” Click HOLD FOR GRADES.
  - Continue by clicking ADD ANOTHER DESTINATION. Continue choosing schools through this process (scroll down after each new college choice to ensure that you mark HOLD FOR GRADES for each college selected).
9. When you are finished adding colleges, click “save and continue.”
10. **Provide consent with your signature.** Type in your parent’s name. Check to certify.
11. At “check-out” you may need a credit card\* if you are ordering transcripts that require a fee.
12. Sign out (using the Profile tab in the top right-hand corner). Click “I’m Done”
13. Check your email for confirmation that your transcripts order was received.
14. **NOTE:** Regina will be sending transcripts beginning the week of September 4, 2013.

\*Regina High School does not charge a fee for electronic transcripts. Parchment charges a fee for some out-of-state schools.

**Your ACT scores** from December 2017, March 2018, April 2018 and June 2018 will be included on your transcript. Also SAT scores from March - June of 2018 will be included. Any earlier or later tests that you want your colleges to see need to be sent directly from ACT/SAT.

**Additionally, some schools (University of Michigan, Michigan State University, etc.) ONLY accept official ACT and SAT scores directly from the testing company regardless of whether they are listed on your transcript.** Please see each college’s application requirements to determine whether you need to take additional steps to get your scores sent.

Order an “unofficial self view” anytime you’d like to see a current copy of your transcript. Click on the image of your transcript, then click ‘update’.