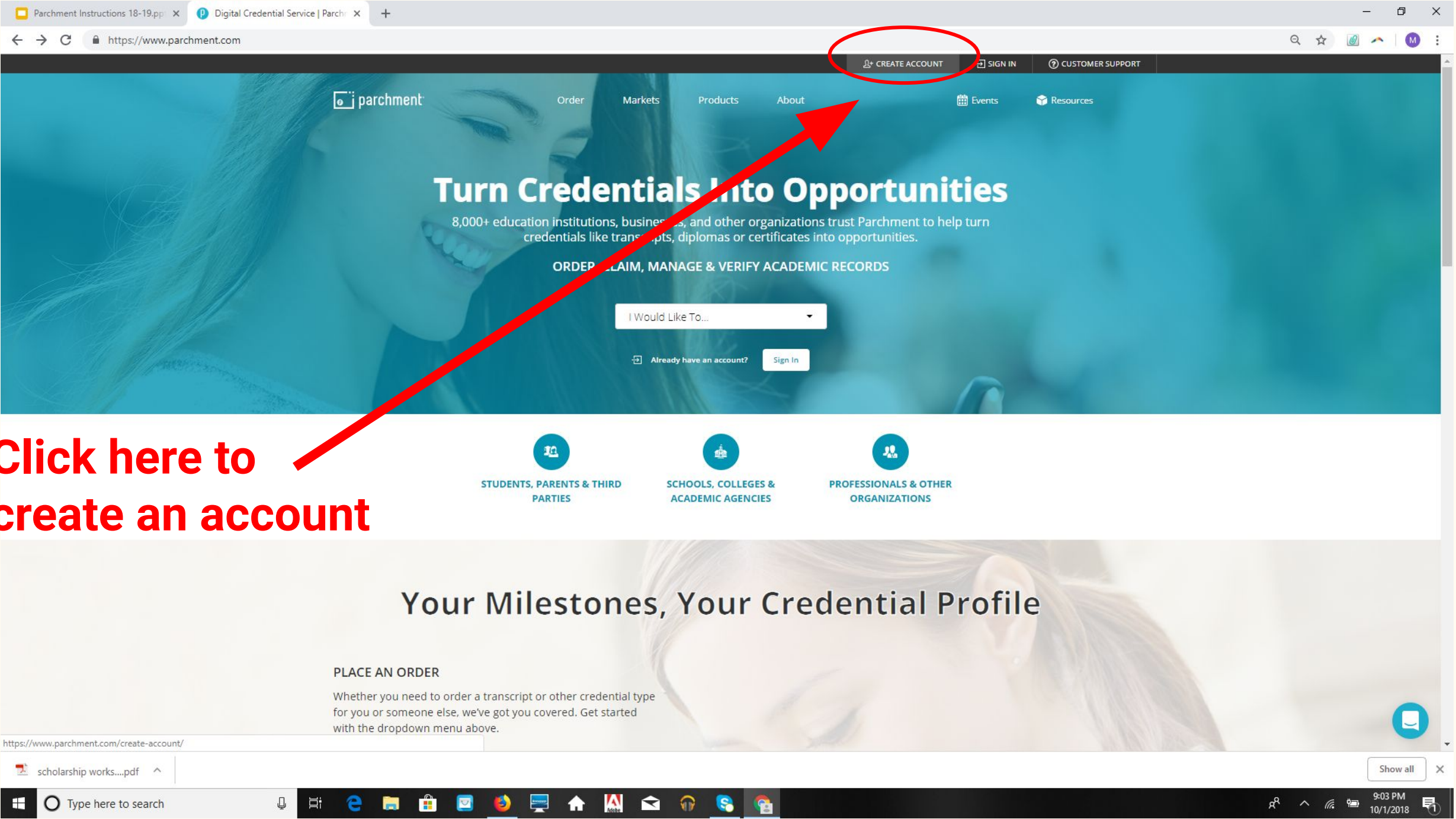


How To Order A Transcript Using Parchment.com

STEP 1: Go to parchment.com



Click here to
create an account

Click here



Which Of These Best Describes You?



Learners or Parents

Current students, alumni or parents.
Start your transcript order here.

CREATE ACCOUNT



Education Administrators

Counselors, Registrars or other Academic Record Administrators should identify their market page, select the product of interest and then submit a request to "Start the Conversation".

FIND YOUR MARKET



Third Parties or Verifiers

Third party orders or verification companies have a few options. Click to learn more.

Learn More

FOLLOW US: Facebook, Twitter, LinkedIn, YouTube, RSS

ORDER

Order My Credentials
Order On Behalf
Track An Order

MARKETS

K-12
Higher Education
Other Organizations
State Agencies
Learners

PRODUCTS

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Award
Receive
Analyze
Services

ABOUT

Careers
Partners
Media Kit

EVENTS

RESOURCES

BLOG

CREATE ACCOUNT

SIGN IN

SUPPORT



Enter your first name, last name, and date of birth

Yes is recommended

Select 11th grade if you are currently a senior

Use a personal email address, NOT your school email*

Password must be at least 7 characters long

f Sign up with Facebook

OR

First Name Middle Name (Optional) Last Name

☐ I am a parent / legal guardian

Date of Birth
December 11 2000

Highest level of education
11th Grade

Email

Password

☒ Yes, I am interested in colleges and scholarship programs discovering me through Parchment
☐ No, I do not want to be discovered by colleges and scholarship programs looking for students like me

☒ I have my parents' or legal guardians' permission to create this Parchment account

Sign Up

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

[Have a Registration Code?](#)

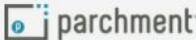
[Already have an account?](#)

*Using your school email is not recommended as you might not be able to access your school email after you graduate.


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Secure | https://www.parchment.com/u/email/verify

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DASHBOARDORDERSCOLLEGE TOOLS▼PROFILE▼?

Nearly There.



We emailed a verification code to
ilenedover99@gmail.com

Please enter the code below

Confirmation Code


SUBMIT

Please check your spam folder if you don't see the email. Having trouble?

[Re-send My Verification Email](#) | [Start Over](#)

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9:35 PM
9/14/2017

Log in to the email
you used to create
your account.

Parchment Exchange - Le X Verify your email - mhon X

Secure | https://mail.google.com/mail/u/1/#inbox/15e832d5c526ac07

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Google

Gmail

COMPOSE

Inbox

Starred

Sent Mail

Drafts (1)

More labels

Ilene +

No recent chats
Start a new one

1 of 1

Related Google+ Page

Parchment Inc.

Hi Ilene,

Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

Verify your email address

OR enter your verification code:
AYuONv

Welcome to Parchment! We are really happy to have you here.

Thank you,
The Parchment Team

Help Center

f t in

Type here to search

9:46 PM 9/14/2017

Contact information

Country of Residence
United States ▾

Address Address 2 (Optional)

Current City State
 State ▾

Zip Code Cell Phone Number (Optional)

Gender ☐ Female ☐ Male

Fill out your address, current city, state, and zip code.

Click on your Gender.

If you do not know your GPA, enter your best estimate. You can correct it later. Your unweighted GPA is your overall GPA without weighting for AP classes or dual enrollment classes.

Academic information

Unweighted GPA Current Grade Level
 Twelfth grade ▾

Year Beginning College
2018 ▾

LET COLLEGES CONTACT ME

If you are a senior, select Twelfth grade.

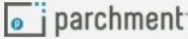
If you plan to start college in the fall after you graduate, select 2021. If not, select the year you intend to begin college.

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Need to send a transcript?

Send now

Pick colleges to find out your chances

Add up to three now. More can be added later.

Add colleges to your list

Type to search colleges

Type to search colleges

Type to search colleges

Test scores

We help you predict your chances of getting into colleges on your list

ACT

ACT

SAT

SAT Test Year

2016 and after - new SAT score

SAT Math

SAT Reading Writing

SEE MY RESULTS

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DASHBOARD ORDERS COLLEGE TOOLS ▾ PROFILE ▾ ?

Credentials College List College Matches

Profile is 19% Complete | Quick Questions ▾

MI Edit Profile | Edit Profile Picture
Counselor Info
Ilene Dover

Order your credentials from over 9000 organizations in our network

Click here → Start by adding a school or organization you attended

College List ▾

Colleges and scholarships are looking for you! Yes, Get Started ✕

Add a college to your list 🔍

Chance of admission
0% 100%

INTERESTED APPLYING ACCEPTED DENIED ALL

Export List Edit Profile

Name A-Z ▾ Status Admissions Chances Yours/Avg More Info

⚙️ We found one or more settings that might affect battery life

Type here to search

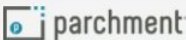
10:18 PM 9/14/2017

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Secure | https://www.parchment.com/u/order/searchSendingInstitutions

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1. Search

2. Enrollment Info

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Type Hartland →

Search

[Advanced Search](#)

Run a search to add a school or organization

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Windows taskbar with search bar and icons for Edge, File Explorer, Mail, etc.

System tray with date/time (10:22 PM 9/14/2017) and network icons.

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

[Advanced Search](#) ▼

School/Organization	Location	Type	
Hartland Virtual Academy	Howell, MI, US	High School	<input type="button" value="ADD"/>
Hartland Legacy High School	Howell, MI, US	High School	<input type="button" value="ADD"/>
Hartland High School	Hartland, MI, US	High School	<input type="button" value="ADD"/>

Click on ADD
next to your
school
Hartland
High School

Parchment Exchange - Le X | Parchment Exchange - Le X

Secure | https://www.parchment.com/u/order/enrollment/14385

ESPN: The Worldwide | Getting Started | MapQuest Maps - Dr | Imported From Firefo | Login


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DASHBOARD | ORDERS | COLLEGE TOOLS | PROFILE

1. Search | 2. Enrollment Info

Add Enrollment Information

Enter your current enrollment information for this school. *=Required



Hartland High School

A message from Swartz Creek High School

Welcome to Parchment Exchange. Swartz Creek High School is offering this service to make ordering transcripts easier for you. It's also more efficient for colleges and your Creek counselors, and ensures delivery of your transcript to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

Enrollment Status* ☒ Currently enrolled ☐ Not currently enrolled

Your Name
Ilene Dover

+ I would like to add a maiden name or variation to help match the credential I'm ordering

Date of Birth*
Dec 10 1999

Gender
Gender

Earliest Year* Expected Grad Year*
Select Year Select Year

Windows Taskbar: Type here to search | 10:28 PM 9/14/2017

Select your Gender.

Earliest Year - If you are a senior and you have attended Hartland High School the entire time you've been in high school, select 2017. If you transferred from another school after 2017, enter the date when you enrolled at Hartland HS.

Expected Grad Year - Enter 2021, if you are going to graduate at the end of this school year.

I waive my right to access is the recommended choice.

If a teacher, counselor, or some other individual has to write a recommendation or provide information about you, by law, you are able to see what they wrote. It is recommended that you waive your right to view this information. Anyone who has to write a recommendation or provide information about you tends to be more honest knowing that you are unable to view what written. As a result colleges typically view the information to be more reliable, if you waive your right. Also, not waiving your right suggests that you are concerned what someone will write about you.

Enrollment Status*

- ☒ Currently enrolled
☐ Not currently enrolled

Your Name

Ilene Dover

[+ I would like to add a maiden name or variation to help match the credential I'm ordering](#)

Date of Birth *

Dec

10

1999

Gender

Female

Earliest Year *

2014

Expected Grad Year *

2018

FERPA Privacy Rights

recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

- ☒ I waive my right to access
☐ I do not waive my right to access

☒ I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

CONSENT AND REQUEST

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10:38 PM
9/14/2017



[Edit Profile](#) | [Edit Profile Picture](#)
[Counselor Info](#)

Ciara Porter

Your Schools / Organizations:



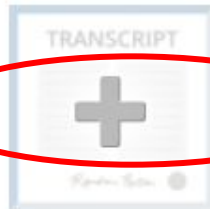
Hartland High School

Hartland, MI

Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your
Transcript



Click here

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ESPN: The Worldwide | Getting Started | MapQuest Maps - Dr | Imported From Firefo | Login

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DASHBOARD ORDERS COLLEGE TOOLS ▾ PROFILE ▾ ?

1 2 3 4 5 6

Select Destination


Select a destination

Where would you like to send your credential



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

Search by organization name, e.g. NCAA, Common App, Parchment University

Search

[Advanced Search ▾](#)

Run a search to select a destination

Click here so that you can get a copy of your transcript.


Parchment Exchange - Le X

Secure | https://www.parchment.com/u/order/destination


ESPN: The Worldwide | Getting Started | MapQuest Maps - Dr | Imported From Firefo | Login

Select a destination

Where would you like to send your credential


☐

OR


☒

An Academic Organization, Admissions Office, Business, or Other Organization.

Yourself or Another Individual

Enter Order Details:

Delivery Method

☒ Electronic Delivery (Email)

☐ Printed & Mailed

☒ I am sending this order to myself
By sending to yourself, a copy of your credential will be added to your Parchment.com account

Destination Name

Ilene Dover

Attention Name (optional)

Ex: John Smith

Recipient Email

ilenedover99@gmail.com

Retype Email

Ex: recipient@example.com

Save & Continue

Retype* your email address, then click Save & Continue.

*If you accidentally mistype your email address the first time, the error will not be caught if you just copy and paste.

If you ARE NOT READY to send your transcript to a college, click here.

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:



FROM

Hartland High School
Hartland, MI



Transcript

Delivery Method

 Electronic

[Switch to Print & Mailed](#)

[Add Another Item](#)



TO

Oakland Community College
Bloomfield Hills, MI, 48304-2266

When do you want this sent?

Send Now

[+ Add Another Destination](#)

[Delete this item](#)

Credential Fee	\$3.75
Shipping / Handling	\$0.00
Subsidized	\$3.75

Subsidy provided by:

Item Total	\$0.00
------------	--------

Total Credential Fees	\$3.75
Total Shipping / Handling	\$0.00
Total Subsidized Amount	- \$3.75

Order Total	\$0.00
-------------	--------

[Save & Continue](#)

If you ARE READY to send your transcript to colleges, click here.

Parchment Exchange - Le X

Secure | https://www.parchment.com/u/order/destination

ESPN: The Worldwide | Getting Started | MapQuest Maps - Dr | Imported From Firefo | Login

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DASHBOARD ORDERS COLLEGE TOOLS ▾ PROFILE ▾ ?

1 2 3 4 5 6

Select Destination


Select a destination

Where would you like to send your credential



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

Search by organization name, e.g. NCAA, Common App, Parchment University

Search

[Advanced Search ▾](#)

Run a search to select a destination

If you clicked on + Add Another Destination, you will see this screen. Type the name of a college to which you would like your transcript sent.

Parchment Exchange - Le

Secure | https://www.parchment.com/u/order/destination

ESPN: The Worldwide | Getting Started | MapQuest Maps - Dr | Imported From Firefo | Login

1

2

3

4

5

6

Select Destination

Select a destination

Where would you like to send your credential

An Academic Organization, Admissions Office, Business, or Other Organization.

OR

Yourself or Another Individual

michigan state

Search

[Advanced Search](#)

Institution	Location	Organization Type	
Michigan State University	East Lansing, MI, US	College /Undergraduate	Select
Bisk Education for the benefit of Michigan State University	Tampa, FL, US	College /Undergraduate	Select
State of Michigan- DETROIT PROBATION	Detroit, MI, US	College /Undergraduate	Select

☒ Add this college to my list

Not finding your destination?

You can enter a destination manually by using a street address or an email address.

Enter Your Own

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Type here to search | 11:10 PM 9/14/2017

If you see the name of the college to which you would like your transcript sent, select that college.

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

FROM	TO											
 Hartland High School Hartland, MI	 Oakland Community College Bloomfield Hills, MI, 48304-2266	Delete this item										
 Transcript Delivery Method Electronic Switch to Print & Mailed	When do you want this sent? <div>Send Now</div>											
<div>Add Another Item</div>	<div>+ Add Another Destination</div>	<table><tr><td>Credential Fee</td><td>\$3.75</td></tr><tr><td>Shipping / Handling</td><td>\$0.00</td></tr><tr><td>Subsidized</td><td>\$3.75</td></tr><tr><td colspan="2"><i>Subsidy provided by:</i></td></tr><tr><td>Item Total</td><td>\$0.00</td></tr></table>	Credential Fee	\$3.75	Shipping / Handling	\$0.00	Subsidized	\$3.75	<i>Subsidy provided by:</i>		Item Total	\$0.00
Credential Fee	\$3.75											
Shipping / Handling	\$0.00											
Subsidized	\$3.75											
<i>Subsidy provided by:</i>												
Item Total	\$0.00											
		<table><tr><td>Total Credential Fees</td><td>\$3.75</td></tr><tr><td>Total Shipping / Handling</td><td>\$0.00</td></tr><tr><td>Total Subsidized Amount</td><td>- \$3.75</td></tr><tr><td>Order Total</td><td>\$0.00</td></tr></table> <div>Save & Continue</div>	Total Credential Fees	\$3.75	Total Shipping / Handling	\$0.00	Total Subsidized Amount	- \$3.75	Order Total	\$0.00		
Total Credential Fees	\$3.75											
Total Shipping / Handling	\$0.00											
Total Subsidized Amount	- \$3.75											
Order Total	\$0.00											

You can add another college by clicking on + Add Another Destination. If you are ready to submit your order, click on Save & Continue.

Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

[Edit Order](#)



FROM

Hartland High School
Hartland, MI



Transcript

Delivery Method
e Electronic



TO

Oakland Community College
Bloomfield Hills, MI, 48304-2266

When do you want this sent?

Send Now

Credential Fee	\$3.75
Shipping / Handling	\$0.00
Subsidized	\$3.75

Subsidy provided by:

Item Total	\$0.00
------------	--------

Total Credential Fees	\$3.75
Total Shipping / Handling	\$0.00
Total Subsidized Amount	- \$3.75

Order Total	\$0.00
-------------	--------

Continue

Click here

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DASHBOARD ORDERS COLLEGE TOOLS PROFILE ?

1 2 3 4 5 6
Consent

If you are 18 or older, *sign* your name (first and last name is sufficient) in cursive using your mouse.

Type your first and last name.

Click here

Click here

If you are under the age of 18, you must have a parent or guardian sign and type their name to allow your high school to send your transcript to colleges.

Provide Consent

I authorize Parchment to release my academic credentials from Swartz Creek High School to the destinations I select.

Sign here with mouse or finger:

X

Clear Signature

Type Parent/Guardian Name:

☐ I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.

Save & Continue

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Type here to search

11:20 PM 9/14/2017

Thank you for your order. You will receive an email confirmation shortly.

Your order has been sent to your school for fulfillment. Thanks for using Parchment!

Share the News!



Order Total : \$0.00

[Order Details](#) >

How else may we help?



Track your Order

See the status of your order and find out when it's delivered

- [→ Go to your Parchment Account](#)
- [➕ Create Another Order](#)
- [? Help Center](#)

For high school students only. You're Invited!



College Discovery

Discover new colleges and scholarship programs that might be right for you

Please take a moment to share some additional information. It only takes a couple minutes and we'll do the rest. Through our partnership with Chegg opportunities that are well aligned to your academic goals are at your fingertips.

☐ Yes, I am interested in colleges and scholarship programs discovering me through Parchment

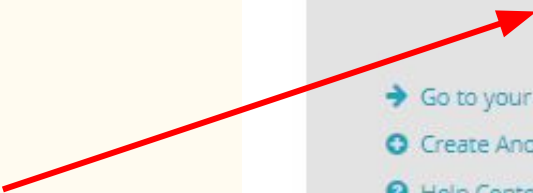
[Let's Do This!](#)

[I'm Done](#)

If you see this screen, congratulations!

You have successfully ordered your transcript.

Click here to track your order.






Order History

Need to place a new order

Create new orders from the credential tiles on [your dashboard](#).

Track Orders

Document ID	Status	Recipient	Price	Track
T4BSUENK	Order submitted to Hartland High School	Oakland Community College	\$0.00	▼
<div> <div> <h4>Where's my transcript?</h4> <p>Order submitted to Hartland High School</p> <p>Your transcript was ordered on September 24, 2020. Hartland High School needs to review and approve it before it can be sent.</p> </div> <div>  <p>Hartland High School</p> <p>Document Type: Transcript</p> <p>Delivery Type: Electronic</p> </div> <div>  <p>Parchment</p> <p>Recipient</p> <p>Oakland Community College</p> </div> <div>  <p>Recipient</p> </div> </div>				

Account Settings

Sign Out

Create New Order

When you're ready to log out, click on Profile, then click on Sign Out.