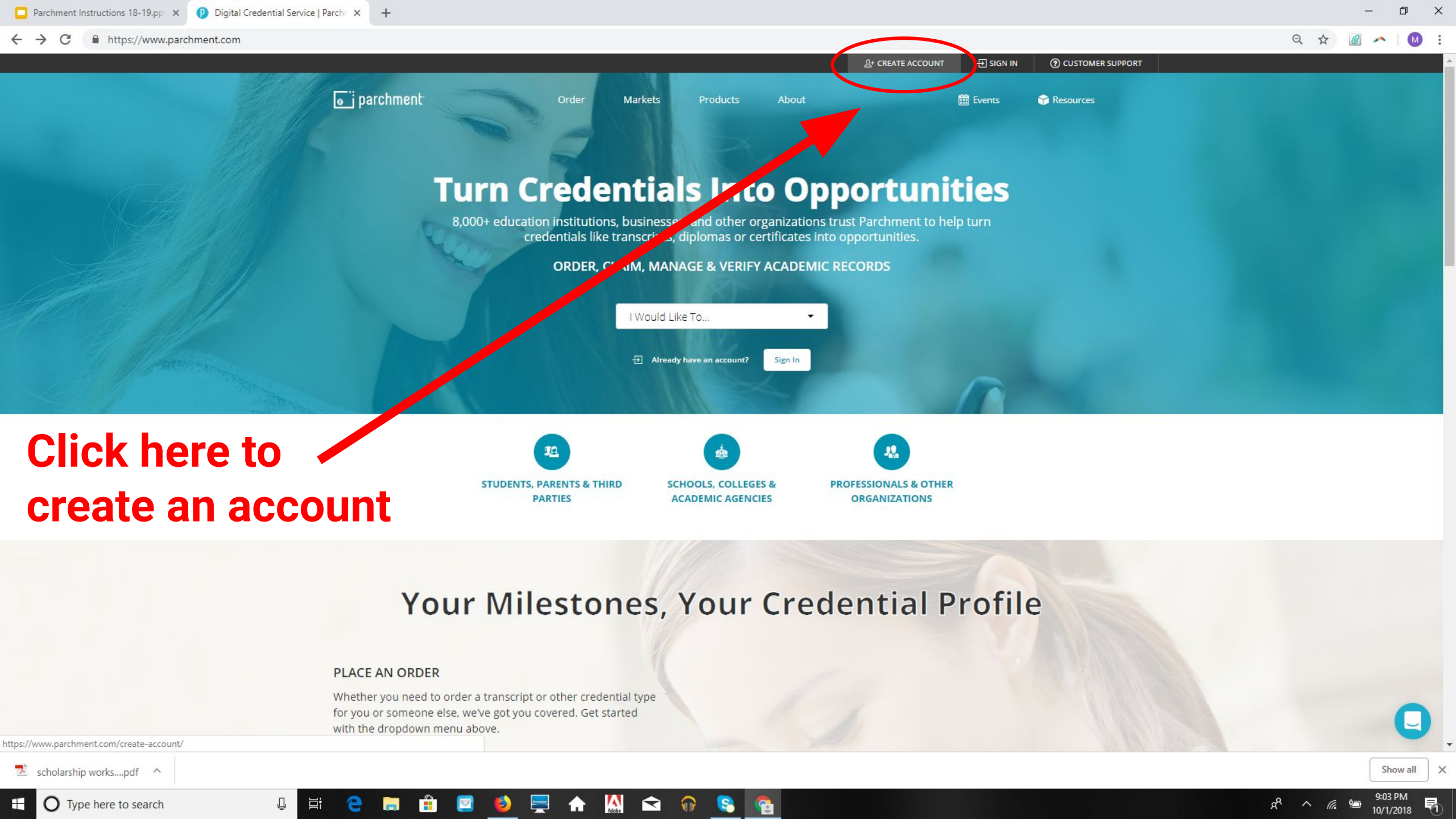


How to create a parchment account and order a transcript

STEP 1: Go to parchment.com



Click here to
create an account

CREATE ACCOUNT

Turn Credentials Into Opportunities

8,000+ education institutions, businesses and other organizations trust Parchment to help turn credentials like transcripts, diplomas or certificates into opportunities.

ORDER, CANCEL, MANAGE & VERIFY ACADEMIC RECORDS

I Would Like To...

Already have an account? Sign In



STUDENTS, PARENTS & THIRD PARTIES



SCHOOLS, COLLEGES & ACADEMIC AGENCIES



PROFESSIONALS & OTHER ORGANIZATIONS

Your Milestones, Your Credential Profile

PLACE AN ORDER

Whether you need to order a transcript or other credential type for you or someone else, we've got you covered. Get started with the dropdown menu above.

https://www.parchment.com/create-account/

scholarship works....pdf

Show all

Type here to search

9:03 PM 10/1/2018

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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


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.

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

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](#)

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

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.

Contact information

Country of Residence

United States

Address

Address 2 (Optional)

Current City

State

State

Zip Code

Cell Phone Number (Optional)

Gender ☐ Female ☐ Male

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 2022. If not, select the year you intend to begin college.

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

Click here

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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

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 by high school or college name

Search

[Advanced Search ▾](#)

Run a search to add a school or organization

Support

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Type here to search

10:22 PM
9/14/2017

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.

Search

[Advanced Search](#) ▾

School/Organization	Location	Type	
Swartz Creek High School	Swartz Creek, MI, US	High School	
Swartz Creek Academy	Swartz Creek, MI, US	High School	

Click on ADD
next to your
school
Hartland High
School

Support

Privacy Policy

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10:24 PM
9/14/2017

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


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

parchment DASHBOARD ORDERS COLLEGE TOOLS ▼ PROFILE ▼ ?

1. Search **2. Enrollment Info**

Add Enrollment Information

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



Swartz Creek High School
Swartz Creek, MI

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 * Select Year Expected Grad Year * Select Year

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 2018. If you transferred from another school after 2018, enter the date when you enrolled at Hartland High.

Expected Grad Year - Enter 2022, 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

Support

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10:38 PM
9/14/2017



Your Schools / Organizations:



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



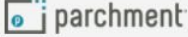
Order

[+ Add Another School or Organization You Attended](#)

Parchment Exchange - Le X

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

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



DASHBOARDORDERSCOLLEGE 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 Universit

Search

[Advanced Search](#)

Run a search to select a destination

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

Type here to search



10:49 PM
9/14/2017

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

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.

Parchment Exchange - Le X

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

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

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DASHBOARDORDERSCOLLEGE TOOLS▼PROFILE▼?


123456

Order Details

Order Details


Your order has NOT been placed yet.

Item(s) being ordered:



FROM

Swartz Creek High School
Swartz Creek, MI



TRANSCRIPT

Transcript

Delivery Method

Electronic

Switch to Print & Mailed

Add Another Item

MI

TO

Ilene Dover
ilenedover99@gmail.com

When do you want this sent?

Send Now

+ Add Another Destination

Delete this item

Credential Fee\$3.25

Shipping / Handling\$0.00

Subsidized\$3.25

Subsidy provided by:

Item Total\$0.00

Total Credential Fees\$3.25

Total Shipping / Handling\$0.00

Total Subsidized Amount-\$3.25


Order Total\$0.00

Save & Continue

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

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

Type here to search



11:00 PM
9/14/2017

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.

Type here to search

11:06 PM 9/14/2017

Parchment Exchange - Le

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

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

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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.

Parchment Exchange - Le X

Secure | <https://www.parchment.com/u/order/details#59bb4375e6f6a>

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

Order Details

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

FROM
Swartz Creek High School
Swartz Creek, MI

TRANSCRIPT

Transcript
Delivery Method
Electronic
Switch to Print & Mailed

[Add Another Item](#)

TO
Ilene Dover
ilenedover99@gmail.com

When do you want this sent?
Send Now

[Delete this item](#)

Credential Fee \$3.25
Shipping / Handling \$0.00
Subsidized \$3.25

Subsidy provided by:

Item Total \$0.00

[+ Add Another Destination](#)

FROM
Swartz Creek High School
Swartz Creek, MI

TRANSCRIPT

Transcript
Delivery Method
Electronic
Switch to Print & Mailed

[Add Another Item](#)

TO
Michigan State University
East Lansing, MI, 48824-2604

When do you want this sent?
Send Now

[Delete this item](#)

Credential Fee \$3.25
Shipping / Handling \$0.00
Subsidized \$3.25

Subsidy provided by:

Item Total \$0.00

[+ Add Another Destination](#)

Total Credential Fees \$6.50
Total Shipping / Handling \$0.00
Total Subsidized Amount - \$6.50

Order Total \$0.00

[Save & Continue](#)

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

Parchment Exchange - Le X

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

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

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DASHBOARD | ORDERS | COLLEGE TOOLS | PROFILE

1

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4

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6

Review


Please Review Your Order (2 Credentials)

Your order has NOT been placed yet.


Item(s) being ordered: [Edit Order](#)



FROM
Swartz Creek High School
Swartz Creek, MI



Transcript
Delivery Method
Electronic




TO
Ilene Dover
ilenedover99@gmail.com

When do you want this sent?
Send Now


Credential Fee \$3.25
Shipping / Handling \$0.00
Subsidized \$3.25

Subsidy provided by:


Item Total \$0.00



FROM
Swartz Creek High School
Swartz Creek, MI



Transcript
Delivery Method
Electronic



TO
Michigan State University
East Lansing, MI, 48824-2604

When do you want this sent?
Send Now

Credential Fee \$3.25
Shipping / Handling \$0.00
Subsidized \$3.25

Subsidy provided by:

Item Total \$0.00

Total Credential Fees \$6.50
Total Shipping / Handling \$0.00
Total Subsidized Amount -\$6.50
Order Total \$0.00

Continue

Click here

Type here to search



11:18 PM
9/14/2017



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

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 your first and last name.

Type Parent/Guardian Name:

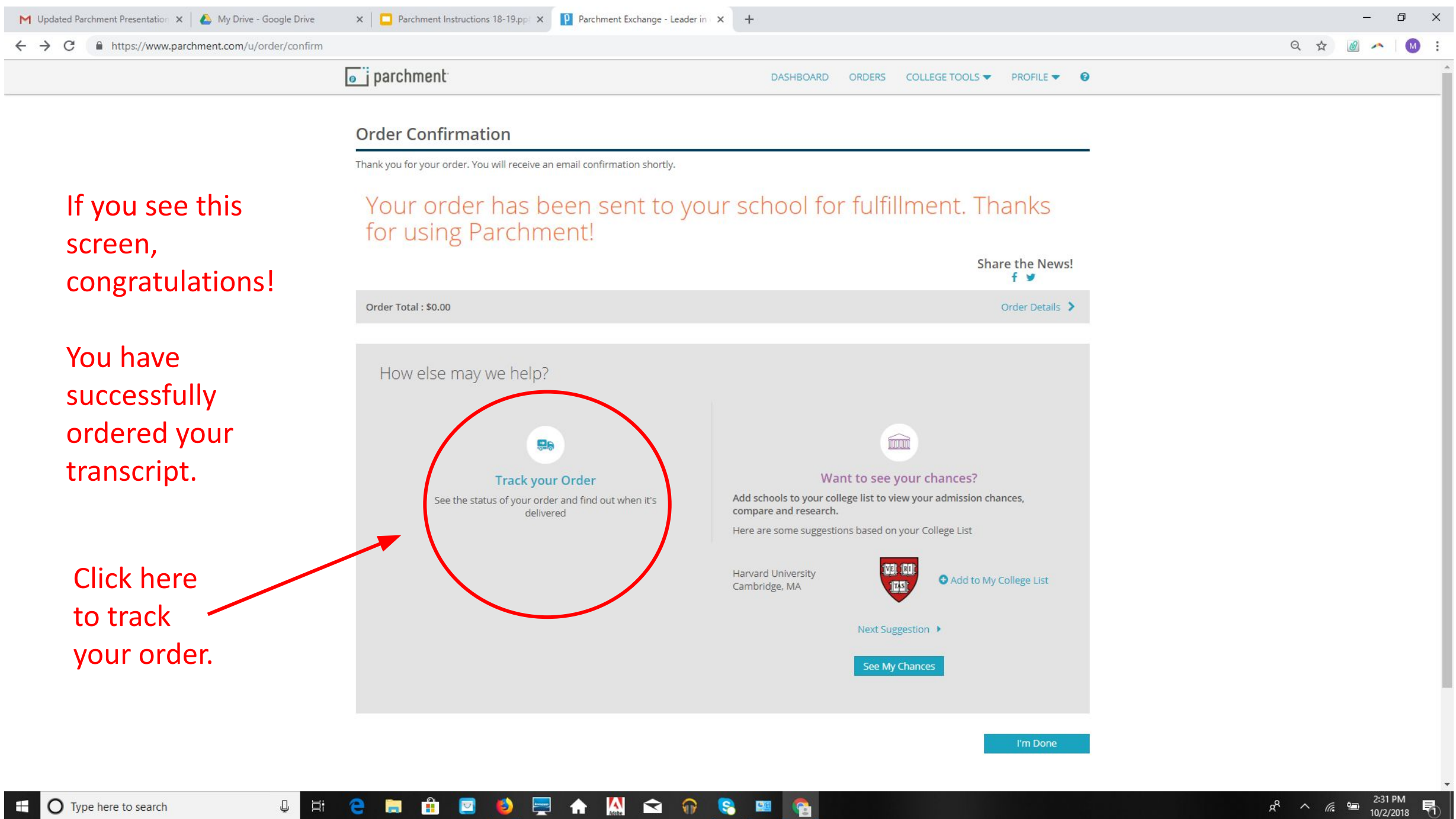
☐ I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.

Click here

Save & Continue

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.



Order Confirmation

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!
f t

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



Want to see your chances?

Add schools to your college list to view your admission chances, compare and research.

Here are some suggestions based on your College List

Harvard University
Cambridge, MA



Add to My College List

Next Suggestion

See My Chances

I'm Done

If you see this screen, congratulations!

You have successfully ordered your transcript.

Click here to track your order.

Updated Parchment Presentation xMy Drive - Google Drive xParchment Instructions 18-19.ppt xParchment Exchange - Leader in x

https://www.parchment.com/u/order/track

parchment

Order History

DASHBOARDORDERSCOLLEGE TOOLSPROFILE

Need to place a new order

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

Track Orders

Document ID	Status	Recipient	Price	Track
T4O3AXQJ	Order submitted to school	Michelle Mahl	\$0.00	

Where's my transcript?
Order submitted to school

Swartz Creek High School

Document Type: Transcript
Delivery Type: Electronic
Processing Time: Now

Parchment

Recipient
Michelle Mahl
mahl28@aol.com

Account Settings

Sign Out

Create New Order

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

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Type here to search

2:32 PM10/2/2018