

Parchment Directions for Ordering Transcripts

- Use the following guidelines to create a parchment account and to order transcripts to be sent to colleges
- Go to the GHHS website and Parchment.com

Registering for an Account

Go to the Grand Haven High School website, scroll to the bottom of the page and click **on New Learner Account**

Complete your personal information Enter name when enrolled, date of birth, gender (optional), select years attended. Click on the drop-down menu under **Earliest Year** to select the year you started at the school. Click the drop-down menu under **Expected Grad Year** to select the year you expect to graduate. Including an email address (**use a different email address besides your GHHS email account** as your ghaps account will be eliminated after graduation and you may need to order transcripts). You will be emailed a verification code that will be used to initially log-in to Parchment.

Under **Choose Privacy Rights**, select that you'd like to **waive your FERPA rights** so colleges/universities can read your letters of recommendation. You will see a box that you can check if you want a copy of your high school transcript stored in your Parchment Account. Click **Save and Continue**. You are now ready to place your order.

Order Your Transcript

You will see your school listed. **Click Order**. You will see two destination options. Select the one on the left to send your transcripts to a school.

Enter the name of the college/university or other organization in the search box and click Search. When you see the destination listed, click **Select**. If you are ordering more than one transcript, select **Add Another Destination**

You are now at the **Order Details** page where you can view your order and select if you would like to send your transcript now. Make sure the Processing Time = Send Now. To make any changes, click **Edit now**, otherwise, click **Save and Continue**. Review your order and then select **Continue**.

You are now on the **Provide Consent** page. This is where you authorize Parchment to release your transcript from your school. Use your mouse to **sign your name in the box**. Type your **Parent/Guardian name into the box** and select and confirm that you are authorized to order your transcript. Click **Save and Continue**.