

HOW TO SEND TRANSCRIPTS THROUGH PARCHMENT

To order or send transcripts, you must create a Parchment.com account first.

1. Go to <https://www.parchment.com/>
2. Click Create Account near the top right of the page.
3. Click the option that says Create Account as a Learner or Parent
 - a. If you want to sign up using your Facebook login, click Sign up with Facebook and then scroll down to the section below called Facebook Registration and follow the instructions.
 - b. If you do not want to sign up using Facebook, enter the following information as requested: First name, Last name (**name as it is in the Tolleson system**), and Date of Birth.
 - i. Select your highest level of education from the drop-down menu. Use your current grade in school- if you are a Senior select 12th grade.
 - ii. Enter your email address and password. If you get an error telling you that 'a valid password is required', make sure you enter a password that is at least 8 characters long and contains both letters and numbers. Write down or screen shot this information for future years.
4. Check the box if you are a parent/guardian. If you are a parent/guardian, you will then enter the student's information. Go to the Parent/guardian help topic for more information on these types of accounts.
5. Click Sign up. **We do not have a Registration Code!**
6. On the next screen, you will select if you'd like to share your information with colleges.
 - a. If you opt-in, this means that we will make some of the information you provide to us available to a variety of academic institutions and programs, and then they can send you information about them. If you are open to information from colleges and scholarships- say yes.
7. Check the box to accept the terms of use and service agreement. If you're under 18, you must check the box to confirm that you have your parents' permission to create the account. Click Next.
 - a. If you chose to share your information with colleges, you will be asked to enter your contact and academic information.
9. If you are still in high school or have not yet completed high school, you will be presented with a pop-up window asking you which colleges you are interested in. The information you enter here, and on the pop-up screen on the next page, will be added to your profile in the College admissions tool area.

a. If you'd rather not fill this in and you'd like to send a transcript right away, you can select Send transcript at the top of the pop-up window.

10. You can now order transcripts.

Facebook Registration

1. If you are already logged in to Facebook, you will get a pop-up screen telling you that Parchment will receive information from your Facebook account, including your public profile, friend list, and email address. Click Okay and then proceed.
2. If you are not logged in to Facebook, you will be brought to the Facebook login page, where you can enter your email address and password. You will then get a pop-up screen telling you that Parchment will receive information from your Facebook account, including your public profile, friend list, and email address. Click Okay and then proceed.
3. The next screen will ask you if you'd like to share your information with colleges. If you click Yes, this means that we will make some of the information you provide to us available to a variety of colleges and programs. Then the colleges and programs can send you information about them, so you can see if they fit your college plans. If you don't want to do this, click No.
 - a. Colleges cannot find you at Parchment unless you choose to opt-in.
4. Check the box to accept the terms of use and service agreement.
5. Click Let's go!
 - a. If you chose to share your information with colleges, you will be asked to enter your contact and academic information. Enter this information and then click Let's go! You are now ready to order transcripts.

HOW TO ORDER TRANSCRIPTS

Ordering a copy of your official high school transcript on Parchment.com is fast and easy.

1. If you attended more than one high school and need to order more than one transcript, you can add more than one school.
2. We recommend using Chrome, Firefox, or Internet Explorer when you order your transcript.
3. Make sure you log in to Parchment.com and create your account as needed (see instructions above).
4. **Select the school that you want to send your transcript from** (Tolleson Union High School). If you have already added your school, scroll down to Number 10.
5. Immediately after you register, you will see an image to **Add Your School**. This is usually a light blue image in the middle of your screen with a + (think game controller). Click Start by adding a school or organization you attended. If you already added a school to your account and you would like to add another school, click Add another school or organization you attended until all high schools attended are listed.
 - a. Enter Tolleson Union High School in the search box and click Search. When your school appears, click Add next to your school.
6. You will be brought to the Enter your Enrollment Information page. Fill in the fields.
 - a. Select if you are currently enrolled or not enrolled.

- b. Check the box if the name on your transcript is different to your name today. You will then enter what your name was when you were enrolled in the text boxes provided.
 - c. Enter your date of birth if it is not already filled in.
 - d. Select your gender (optional).
 - e. Select the years that you attended or, if you're still enrolled, enter the years you expect to attend.
 - i. Click the drop-down menu under Earliest Year to select the year you started at the school.
 - ii. Click the drop-down menu under Expected Grad Year to select the year you graduated or expect to graduate.
7. Under FERPA Privacy Rights, select whether you'd like to waive your FERPA rights to read your letters of recommendation. Most people say Yes to this as people can be most honest if they know you won't read the letter, but it is your choice. **We won't use Parchment at this time to house Letters of Recommendation so it should not be an issue.**
8. If you are requesting a high school transcript, 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 Add school.
9. **Select the destination that you want to send your transcript to.**
 - a. Make sure you do not click Add another institution if you see this option available. Add another institution allows you to add the name of a school that you want to send your transcript **from**. However, you just did this in the step above.
 - i. Some schools have a preferred delivery method saved into our system, so you may not be presented with a choice of delivery methods. For example, some schools may only want to receive electronic transcripts.
 - ii. Do not edit an address unless you are positive that the changes you are making are correct. You cannot change an address after you place an order. You will have to place a new order.
 - b. You will see two destination options. Select the one on the left to send your transcript to a school, business, or other organization. Select the option on the right to send your transcript to yourself or another individual.
 - i. You cannot send other admissions documents with your transcript through Parchment. You should speak to your school if you need to submit other documents. They may be able to upload and send these other documents when they send your transcript.
 - ii. Send to a school, business, or other organization (including Common App, NCAA and some scholarship organizations)
10. After selecting this option, enter the name of the school or other organization in the search box and click Search.
 - a. When you see the destination listed, click Select. If your destination does not appear, click Enter your own.
11. Select if you would like to email the transcript (the recipient would receive an email with a link to download your transcript), or if you would like to send a paper transcript. While you are enrolled at Tolleson, an official transcript sent by email will not have a charge. Anything sent by mail will have a charge to you as well as any transcript requested after you graduate high school.
12. Fill in the destination information if not already listed. Click Save & Continue.

13. Send to Other Organization/Other Individual
 - a. 1. After selecting this option, select a delivery method:
 - i. Electronic Delivery means that the recipient receives an email with a link to download your electronic transcript.
 - ii. Paper Transcript means that you are sending a printed copy of your official transcript in the mail (you can select USPS or overnight later in the process).
 - iii. Send to my Parchment Account allows you to order a copy of your official transcript and it will be stored in your Parchment account. You can then download or print it. If you are sending the transcript to yourself, check the box I am sending this order to myself. The boxes will then be populated with your destination information.
 - iv. Fill in the destination information. Click Save & Continue.
14. **View order details.** 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 or wait until next semester's grades are in. This is recommended for orders at the end of each semester to be complete.
 - a. If you would like to wait until your next grades are in before sending your transcript, click the drop-down menu and select **Hold for Grades**.
 - b. If you would like to enter an application tracking number or Honors information, enter these in the applicable boxes.
15. To send your transcript to another destination, click + Add Another Destination and go back to number 10 and repeat the process.
16. If you'd like to remove this order, click Delete this item.
17. Your total charges appear on the right side and will include any shipping fees.
18. When you are ready to pay, click Save & Continue.
19. You can now review your order again. To make any changes, click Edit Order. Otherwise, click Continue.
20. You are now on the Provide Consent page. This is where you (or your parent/guardian) will authorize Parchment to release your transcript from your school.
21. Use your mouse or stylus to sign your name in the box.
22. Type your name into the box and check the box to confirm that you are authorized to order the transcript. For minors, a parent must sign in the box, type their name, and check the box that certifies they are authorized to order the transcript. Click Save & Continue.
23. You are now on the Payment Information page. We accept Visa, Mastercard, Discover, and American Express. Enter your payment and billing information and click Checkout. Remember, there will be no charge at Tolleson Union High School for an electronic transcript ordered before you graduate from high school.
24. You will land on the Order Confirmation page, and you can now begin to track your order. Once you place your order, we will notify your school and they will review your order.
 - a. You will be notified by email if there are any issues with your order.
 - b. Once your school approves and processes your order, we will send your transcript. There may be instances where your school will print your transcript themselves.
 - c. You can track your order online.