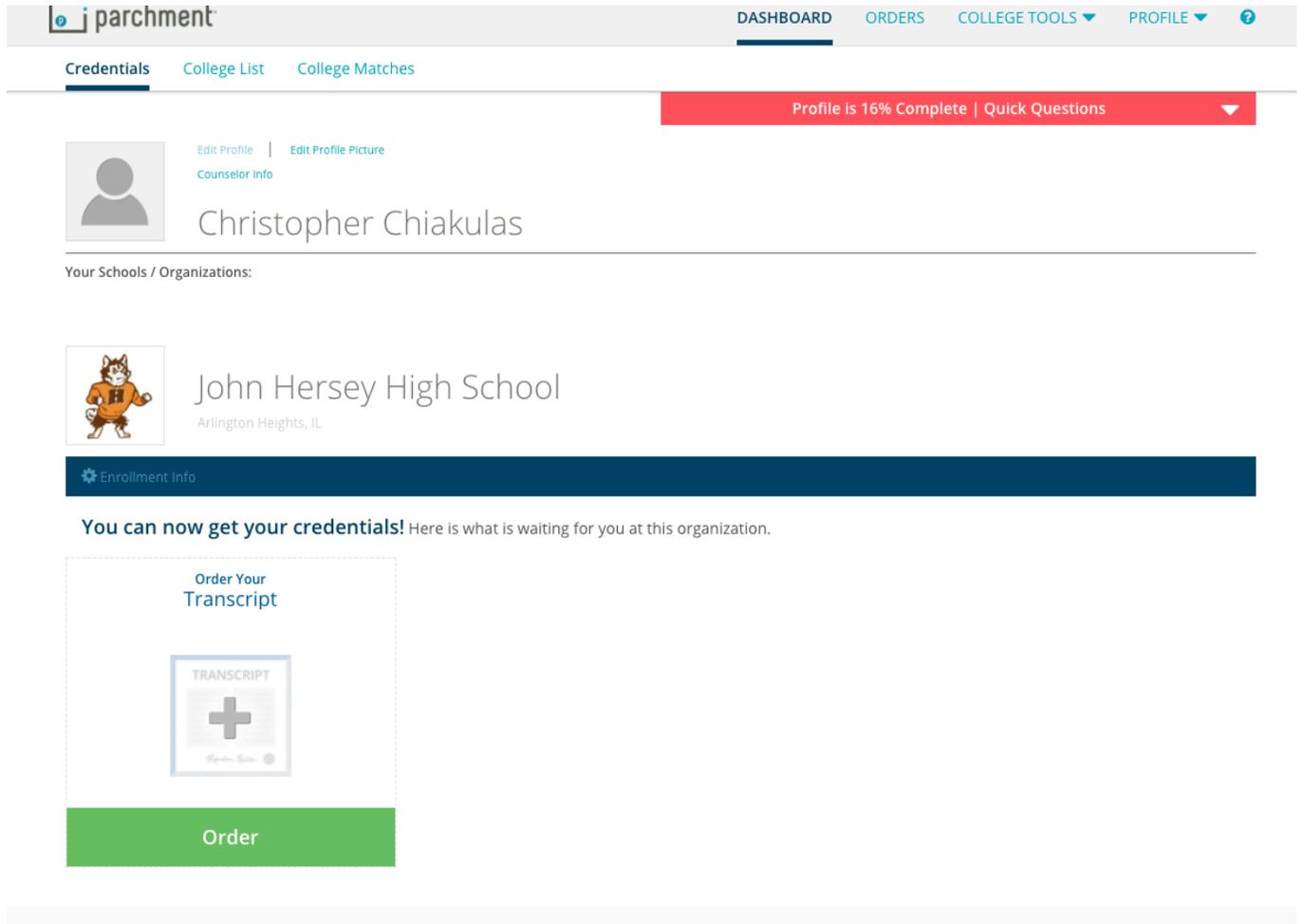


# Ordering Transcripts in Parchment for Scholarship Applications

\*\*First, please check and see if the transcript needs to be official from Hersey. If not, you can download your unofficial transcript yourself from Infinite Campus and use that.

If it must be official, you need to order your transcript through your [Parchment](#) account. If you have questions about your Parchment account, please email our registrar, Mrs. Schwichtenberg, at [carole.schwichtenber@d214.org](mailto:carole.schwichtenber@d214.org).

## Step 1: Start your order:



The screenshot shows the Parchment user interface. At the top, there is a navigation bar with the Parchment logo and tabs for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE. Below this, there are sub-tabs for Credentials, College List, and College Matches. A red notification bar indicates "Profile is 16% Complete | Quick Questions". The user's profile is displayed for Christopher Chiakulas, with options to Edit Profile, Edit Profile Picture, and Counselor Info. Below the profile, there is a section for "Your Schools / Organizations" listing John Hersey High School in Arlington Heights, IL. A green button labeled "Order" is visible at the bottom of the transcript order card.

## Step 2, Option 1: If you have an EMAIL address from the scholarship organization that you can send your transcript to:

Click "Yourself or Another Individual" for where you would like to send it. Under "Enter Order Details" make sure "Electronic Delivery (Email)" is selected as the Delivery Method.. Enter the Scholarship name, contact person (if applicable) and the scholarship's email address. Double check this!



A message from John Hersey High School

Thank you for placing your transcript request. You will receive a confirmation email after your order is placed. You may log into your Parchment account at any time to check the status of your transcript request. Please allow 3-5 business days to process your order. If you need any questions, please go to [support.parchment.com](http://support.parchment.com)

## 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](http://Parchment.com) account

#### Destination Name

Amazing Local Scholarship

#### Attention Name (optional)

Mrs. Smith

#### Recipient Email

scholarship@local.com

#### Retype Email

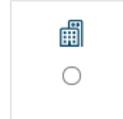
scholarship@local.com

**Step 2, Option 2: If you have a physical address only** from the scholarship organization that you can send your transcript to:

Click “Yourself or Another Individual” for where you would like to send it. Under “Enter Order Details” make sure “Printed and Mailed” is selected as the Delivery Method.. Enter the Scholarship name, contact person (if applicable) and the scholarship’s email address. Double check this!

## 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

Amazing Local Scholarship

#### Attention Name (optional)

Mrs. Smith

#### Country

United States

#### Address

1500 E. Thomas St.

#### Address 2

#### City

Arlington Heights

#### State/Province

Illinois

#### Postal Code

60004

Save & Continue

**Step 3:** Continue through the completion steps, including signing. The cost should be \$0 if you are a current student.

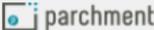
## Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

 <b>FROM</b> John Hersey High School Arlington Heights, IL	 <b>TO</b> Amazing Local Scholarship Mrs. Smith scholarship@local.com	<a href="#">Delete this item</a>
 <b>Transcript</b> Delivery Method Electronic <a href="#">Switch to Print &amp; Mailed</a>	When do you want this sent? <input type="text" value="Send Now"/>	
<a href="#">Add Another Item</a>	<a href="#">+ Add Another Destination</a>	
		Credential Fee \$3.55 Shipping / Handling \$0.00 Subsidized \$3.55 <i>Subsidy provided by:</i>
		Item Total \$0.00
		Total Credential Fees \$3.55 Total Shipping / Handling \$0.00 Total Subsidized Amount -\$3.55
		<b>Order Total \$0.00</b>
<a href="#">Save &amp; Continue</a>		

**Step 4:** You can track your order under the “Orders” menu at the top.

 [DASHBOARD](#) [ORDERS](#) [COLLEGE TOOLS](#) [PROFILE](#) [?](#)

[Order History](#)

## Need to place a new order

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

[Create New Order](#)

### Track Orders

Document ID	Status	Recipient	Price	Track
T41GJSBG	Order submitted to John Hersey High School	Amazing Local Scholarship	\$0.00	▼
<p><b>Where's my transcript?</b> Order submitted to John Hersey High School</p> <p>Your transcript was ordered on November 10, 2020. John Hersey High School needs to review and approve it before it can be sent.</p> <p>Document Type: Transcript Delivery Type: Electronic</p> <p>Recipient: Amazing Local Scholarship scholarship@local.com</p>				
T41GJHHF	Order submitted to John Hersey High School	Amazing Local Scholarship	\$0.00	▼
<p><b>Where's my transcript?</b> Order submitted to John Hersey High School</p> <p>Your transcript was ordered on November 10, 2020. John Hersey High School needs to review and approve it before it can be sent.</p> <p>Document Type: Transcript Delivery Type: Mail</p> <p>Recipient: Amazing Local Scholarship 1500 E. Thomas St. Arlington Heights, IL, 60004</p> <p><b>NO DELIVERY INFORMATION:</b> There is no additional delivery information available for this order.</p>				