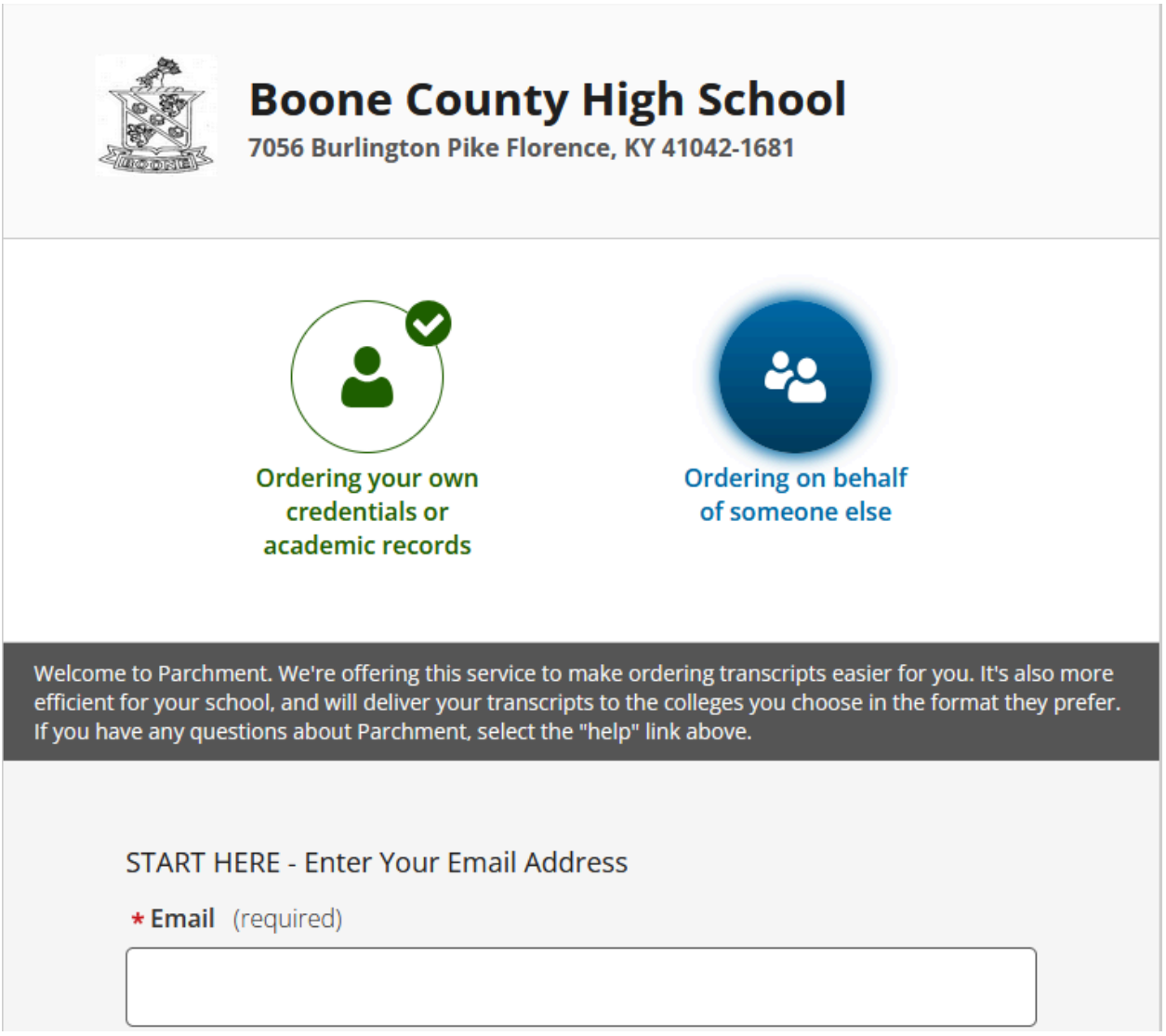
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★ Parchment.com Click this link to take you to the page below

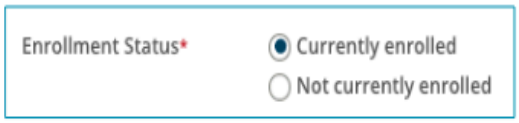


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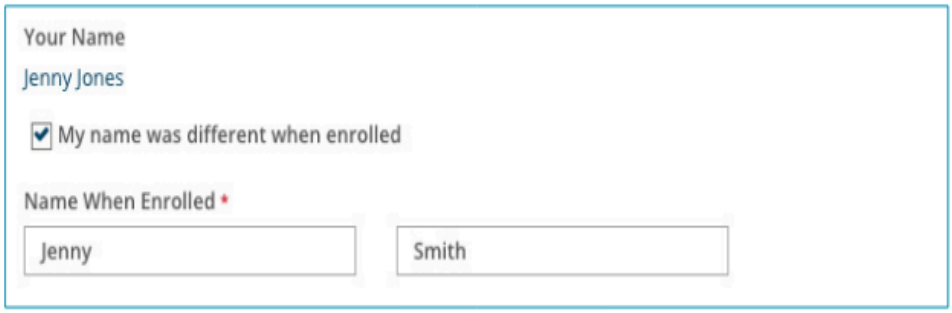
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5. You will be brought to the **Add Enrollment Information** page.

   a. Select if you are currently enrolled or not currently enrolled.

   b. If your name when you were enrolled was different than your name today, check the box next to **My name was different when enrolled**. In the text boxes provided, enter what your name was when you were enrolled in this school.

   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.

   - Click 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 graduated, or expect to graduate.

6. If you are requesting a high school transcript:

   - Under **FERPA Privacy Rights**, select whether you'd like to waive your FERPA rights to 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.



TRANSCRIPT ORDERING INSTRUCTIONS

- Click on the following link: https://www.parchment.com/u/registration/12061/institution
- You will see two destination options. If you are sending your transcript to a school, select the option on the left. If you are sending it to yourself or to another individual, select the option on the right.
- Continue filling in the fields to place your order. Information on the next page tells you more about the options that you will see here.
- On the Provide Consent page you (or your parent/guardian) authorizes Parchment to release your transcript from your school once we receive the transcript. You can sign with your mouse or finger.
- Finally, you will make a payment if you are asked to (transcripts are free while you are still a BCHS student).