

PARCHMENT ACCOUNT INSTRUCTIONS

- You will use parchment to request transcripts to be sent to Universities/Colleges of your choosing.
- **USE A PERSONAL EMAIL ADDRESS**
- Click on the link below to create your New Learner Account:
 - <https://www.parchment.com/students/order-status/> OR
 - <https://www.parchment.com/u/registration/individual>
- Follow the instructions to complete the 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).