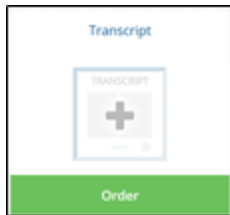


TO ORDER A TRANSCRIPT FOR Texas A&M College Station, Common App, and NAIA

1) Log in to your [Parchment account](#)

2) Click on *Order*



3) Enter in Texas A&M College Station, Common App or NAIA

A screenshot of a web form titled 'Select a destination'. It asks 'Where would you like to send your credential'. There are two options: 'An Academic Organization, Admissions Office, Business, or Other Organization.' (represented by a blue square icon) and 'Yourself or Another Individual' (represented by a white square icon). Below these is a search bar with the placeholder text 'Search by organization name, e.g. NCAA, Common App, Parchm' and a green 'Search' button.

4) -Select **Electronic Delivery (Email)**

If you select Paper Transcript you will be charged an additional fee.

-Enter in stalders@friscoisd.org as the Recipient Email and select *Save & Continue*

A screenshot of a web form titled 'Destination Info'. It has a section for 'Delivery Method' with two radio buttons: 'Electronic Delivery (Email)' (selected) and 'Paper Transcript (Printed & Mailed)'. Below this are four text input fields: 'Destination Name' (filled with 'University of Texas - AUSTIN'), 'Attention Name (optional)' (filled with 'Office of Undergraduate Admissions'), 'Recipient Email' (filled with 'Ryanj@friscoisd.org'), and 'Retype Email' (filled with 'Ryanj@friscoisd.org'). At the bottom are two buttons: 'Cancel' and 'Save & Continue'.

5) If you need to hold the transcript for a mid-year report or final report, make sure to select **Hold for Grades** instead of **Send Now**. Click Continue on each screen until you have completed the process.

6) You should receive a “High Five” message that your order has been placed.
If you still have questions, stop by Room A124 and visit with Ms. Stalder or email her at stalders@friscoisd.org