

Congratulations on your upcoming graduation! All colleges require a final transcript, including your 8th-semester grades and graduation date.

Parchment - Creating An Account

- **Create a free Parchment account at www.parchment.com.** Select the Learners/Parent icon. Use a personal email address rather than your school email since this login can be used for many years. We recommend you ignore the directions to complete your profile and not link the account to Facebook. Also, if you want to limit the emails you receive, check “No, I do not want to be discovered ...”
- **Enter your verification code**, which will be sent to your personal email address.
- **Start by adding Niles West** as the school you attended and “Add” it to your account.
- **Complete the enrollment information.** Your “Earliest Year” should be the year you started at Niles West.
- **Waive your rights to keep your documents confidential.** Select “Consent and Request” when finished
- **Uncheck** the box to store your transcript.

Parchment - Ordering a Transcript

- **Order your transcript** by clicking on “Order.”
- **Enter the name of the school** where you want to send your transcript and choose “**Select**” in the search box next to the correct listing - be sure it is the undergraduate rather than graduate school option.
- If you are using the transcript for a first-time college application, **choose “Send Now”** under “When do you want this sent?”
- **Select “Hold for Grades”** when you order your final transcript, which will include the graduation date and 8th-semester grades. Please select only one college/university to receive your final transcript in June.
- You cannot order “**Send Now**” and “**Hold for Grades**” in the same order; please order them separately.
- **Verify the information** and follow the prompts to continue or add another destination.
- **Sign** with your finger or the mouse, **type your full name** (or your parent’s name if you’re under 18), **check the certification box**, and select “Save & Continue.”
- **Complete your order.**
- **Final Transcripts:** will be sent to the destination you selected in the middle of June when final grades and graduation dates have been posted.