

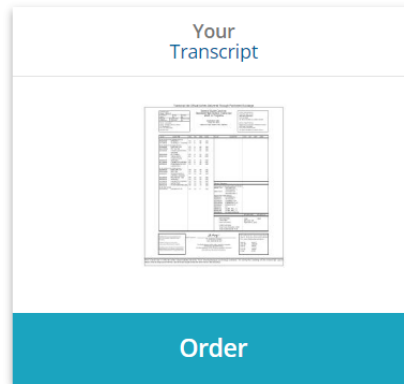
Parchment: How to Send Official Transcripts

Graduating Seniors must place a 'Hold for Grades' order to their next destination for the purposes of graduation confirmation & financial aid awards to be finalized/delivered

1. Login to your www.parchment.com account & go to your Dashboard:
2. You must add Dutch Fork to your schools in order to have access to your transcript. Look for this link to do so:

[+ Add Another School or Organization You Attended](#)

3. From this icon, click on the 'Order' button:
(your 'Order' button might appear green)



4. Type the name of the school/email address where you need your transcript sent in this box:
(suggestion: graduating seniors unsure of their next destination should have their final transcript sent to their personal email address)

OR

 I'm sending to myself or another individual 

5. Example: this student needs their transcript sent to Midlands Tech:

Midlands Technical College
Columbia, SC, US

Midland College
Midland, TX, US

Midland University
Fremont, NE, US

University of Redlands
Redlands, CA, US

TYPE:
College / University

ADDRESS:
PO Box 2408
Columbia, SC 29202-2408
US

6. Select the correct school from the drop down options.

7. Confirmation page:
*Graduating Seniors will need to change 'Send Now' to 'Hold for grades' so their final transcript will be sent to their next school.

The screenshot shows a web interface titled "Item Details" with a "BACK" button on the left and a "CANCEL" button on the right. In the center, there is a "TRANSCRIPT" icon with the number "3.2" inside. To the right of the icon, it says "Transcri" and "For: William Dorsey". Below the icon, it says "FROM" and "Dutch Fork High School Irmo, SC". To the right of this, it says "TO" and "Midlands Technical College". Further right, it says "Delivery Method: Electronic". Below this, it shows "Credential Fee: \$4.40" and "Subsidized: -\$4.40". At the bottom right, it says "Item Total: \$0.00". At the bottom left, there is a red asterisk and the text "When do you want this sent?". Below this, there is a green button with a checkmark and the text "Send Now".

8. Complete all parts of the order confirmation:

The screenshot shows a web interface for order confirmation. At the top, it says "Learners under the age of 18 must have a parent or legal guardian complete this section to certify that legal consent has been given as required under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) authorizing the release of the learner's records." Below this, it says "Please review the information below pertaining to the type of consent that is required to complete this order." There is a "Sign here with mouse or finger" label and a "Clear Signature" button. Below the signature line, it says "Type full name as signed above". There are three input fields: "First Name", "Middle Name", and "Last Name". Below these, there is a red asterisk and a checkbox. The text next to the checkbox says "I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above." At the bottom, there is a "CONTINUE" button. At the very bottom, there is a red asterisk and the text "All items marked with a red asterisk are required to submit this form."

9. Order will be sent to DFHS for approval once order confirmation is completed. Seniors' final transcripts will be available the week of June 15 via Parchment.