Final Transcripts for College Admissions

All college bound seniors who have graduated need to send their final transcript to the college they plan to attend in the fall. We are required to send them through the Parchment online transcript exchange if the college participates in that program. To ensure this is done in a timely manner at no cost to the student, you need to submit your request **prior to June 30th.** After this date, you may have to pay for the transcript. Please log into your Parchment account to see if your college is listed as a participating school. *Contact your school counselor only if your college is **not** listed as a participating school.* **If you have not set up your account, or need directions on how to order the transcript after the account is set up, please see the instructions below (front and back of this page).** Accounts should be set up with your Scott County Schools email address first. The instructions below tell you how to also add a personal email address to your account which you need to do now as well. ***Graduated seniors lose access to their Scott County Schools email after the start of the new school year*** which means you also lose access to sign into Parchment if you don't add a personal email address to your account.

Step 1: To set up your Parchment account (this is only for students who have not already created their account):

- Go to Parchment.com
- Click on **Create** and then **Learners or Parents**
- Enter in the information to create the account. It is really better for the student to set up this account. Be sure to select your current grade level to ensure that you are not charged for transcripts at this time.
    - We suggest you use your student email address with Scott County to set up the account; however, you will want to go back in after you set up the account and enter in an additional email address because the Scott County email address will be deactivated after graduation. See the next set of instructions.
- They will send you a confirmation code to the student email address that you entered.
- Enter in the confirmation code and click **Continue**.
- Enter in the contact information if you selected that you want colleges to be able to view you for scholarship opportunities.
    - If you don't know your GPA, then you can enter it later under **Profile** and **Account Settings**. Then click ***Profile*** under the Parchment symbol, and then **Update Educational Background**.

Step 2: To add a personal email address to your account profile (YOU ARE STRONGLY ENCOURAGED TO DO THIS NOW):

- First create your account with your Scott County Schools email address and then you can add personal email address to your account once the account is set up by:
    - Clicking on **Profile** and then **Account Settings**.
    - Add in another email address.
    - Enter in the confirmation code that is sent to that address.
    - If you need to send your transcript after graduation, then you must have another email address entered to log in after June of the year you graduate.
- Click on *Orders* at the top of the screen (you must be logged in to your account).
- Then **Create New Order**. (You may or may not see a tab that says **Need to send a transcript?** If so, click it and continue with the instructions – If not, just keep going 😊).

■ (Flip the page over ------->)

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Step 3: To order a transcript (this is for all students who need to order a transcript):

- You should see a screen that says "Order your credentials from over 9000 organizations in our network" and a tab that says **Start by adding a school or organization you attend**. Click on that tab.
- On the next screen type in Great Crossing High School and then click **Search**.
- It will populate our school and then you click on the **add** button.
- It then takes you to a welcome screen from Great Crossing High School and you need to verify the information on that screen.
    - You will also need to enter the year your student started high school and the year they expect to graduate.
    - Read the FERPA notice and then select an option below the FERPA notice (waive or don't waive – it is better for you to waive).
    - You will then mark, **I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s)**.
    - You will then click **Consent and Request** and it will take you to the screen where you make the request to send your transcript.
- On the transcript request screen, click on the **+** sign below order your transcript.
    - On the order screen, you can either enter the name of the school/college you want it sent to or order a copy for you to view yourself.
    - To enter a school/college, type in the name of the school/college and hit **search**.
    - It will then populate the school/college in a list below the search field. Click **select** on the correct school/college name.
- The next screen is the **Order Details** screen.
    - Verify that it says From: Great Crossing High School (transcript delivery method electronic) and To: the school/college you have selected.
    - Make sure you select **Send Now** for the question that asks **"When do you want this sent?"**. The only time you will ever select "hold for grades", is when the student is a senior and you want their final transcript sent to the college that they decide to enroll in after high school graduation.
    - You can click on **add another destination** if you want to send it to more than one college and/or send yourself a copy.
    - Once you have added all schools on this page, you should see bluish/gray boxes to the right of the screen with the order totals. You will see a fee at the top of each box, but you should then see a line that says subsidized $3.75 which makes the balance you owe $0. You will know that you have done something wrong (not marked your student as a current high school student in a previous step) if your balance is not at $0.
    - If you ARE at $0, then click **Save and Continue.** If you are not at $0, then you will need to contact Parchment for tech support to reset your account.
    - Review your order on the next screen and click **Continue.**
    - Sign the **Provide Consent** screen with either your finger (if you have a touch screen), or mouse (if you don't have a touch screen).
    - Mark and/or fill in any additional boxes on the screen.
    - Click **Save and Continue** and you are done! The college and/or you can view your transcript once our registrar releases it in Parchment. This usually takes place within 24 school hours when we are in session (a little longer in the summer).