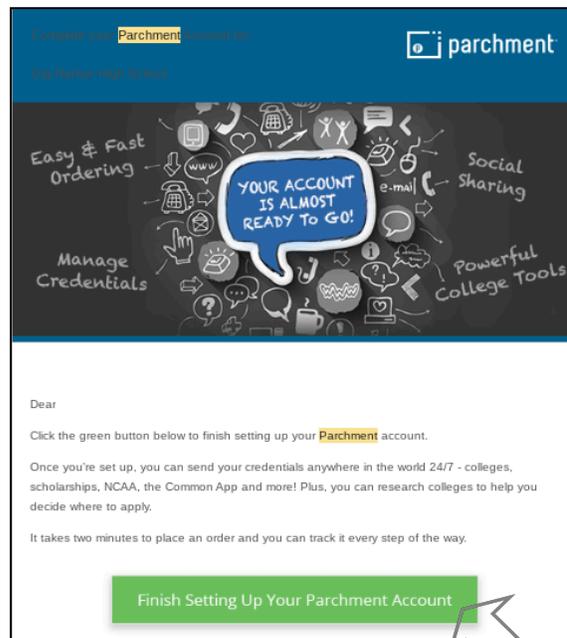# PARCHMENT / TRANSCRIPTS

The Peninsula School District has partnered with "Parchment" to make sending official transcripts to various institutions, including colleges, universities, and the NCAA, faster and easier.

CURRENT STUDENTS

STEPS FOR CURRENT STUDENTS TO CREATE THEIR PARCHMENT ACCOUNT:

1. Log onto your "edtools" email (student #@edtools.psd401.net) and type 'parchment' in the search. Click on the most recent email from Parchment. It will look like this image.→ Click the green button "Finish Setting Up Your Parchment Account".

2. Complete all the fields that have an *asterisk. You will also need to create a password for this account.

3. Check mark the boxes (see image below ↓) and then click the blue button "Let's go!"

4. Complete the rest of the fields that have an *asterisk. Click the blue "Finish" button. Your Account has been created and now you are ready to order Official Transcripts or view your Unofficial Self-View Transcript!
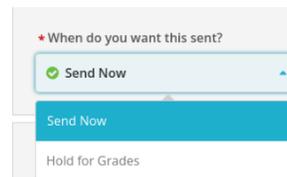
OFFICIAL TRANSCRIPT

1. From your Dashboard ⬇, click the "Order" Button. *Be sure to UPDATE your transcript before any order (see update instructions under the Unofficial Self-View Transcript)
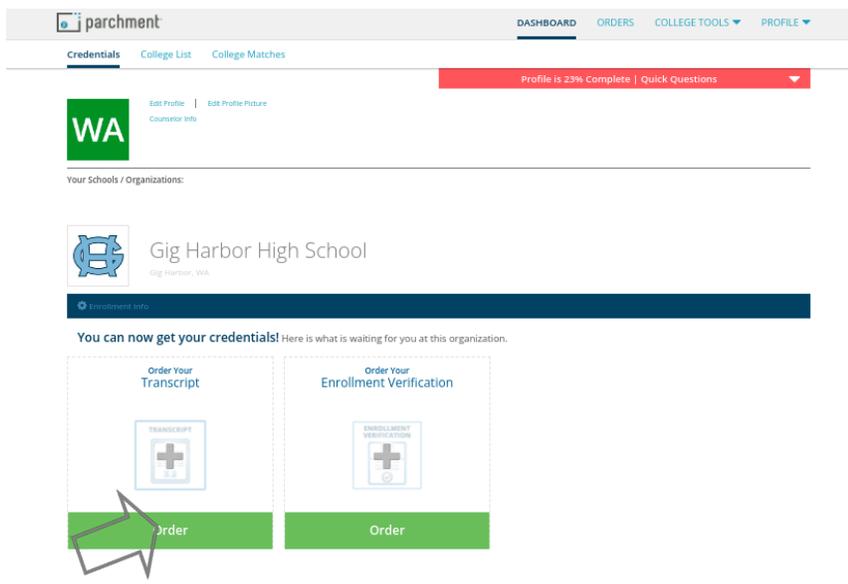
2. Type the name of the institution, college, or university you're looking for. The system will populate choices based on what you type, choose the correct one you want to send your transcript to. For Common App, be sure to select 'Common App, First time applicant'.

"Hold For Grades" vs "SEND NOW"
Need a transcript once semester grades are finalized? Select *"Hold For Grades"* **NOT** *"Send Now."* Once final grades are posted to Parchment at the end of the semester, your order will be processed with all grades on it. Choosing *"Send Now"* will send your transcript with grades through the last reporting period.

3. Sign and then type your name in the fields provided . If you are NOT 18 years old, your parent/guardian will sign and add their name in that field.

UNOFFICIAL SELF-VIEW TRANSCRIPT

1. From your dashboard, click the miniature image of your transcript
2. If the image does not show and the buffering icon continues to spin, still click the download icon on the top right corner. (see next page)
3. Now pull up this downloaded document and you will see your Unofficial Self-View Transcript.
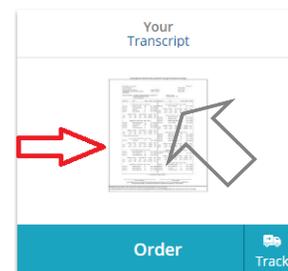
Steps to Update your Unofficial Self-View Transcript
If your transcript is not updated: click the miniature image of your transcript from your dashboard. While the buffering image continues to spin, click the "UPDATE" button near the bottom of the screen. This will generate an order to your High School for a new unofficial self-view transcript. Your High School will need to process this order before the updated version will appear.

*The easiest way to make sure the correct information is being sent to colleges is to always request an unofficial transcript for yourself to view first. Then you can place an order to the school of your choice which goes directly to their admissions offices. Please see the next image.

CONTINUED: Steps to Update your Unofficial Self-View Transcript

The image below shows what your screen will look like when buffering after you click the image of your transcript from Step 2. The download button in Step 3 is outlined below. ONLY click the update ONCE.
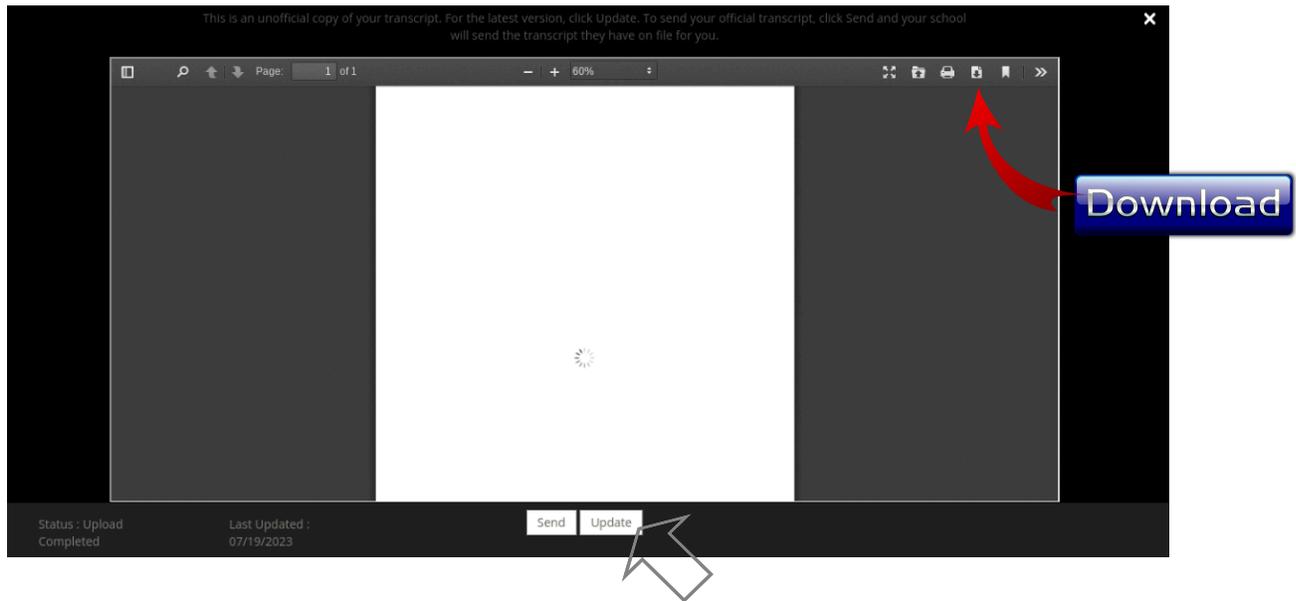
ADD A SECONDARY/PERSONAL EMAIL

Add your personal email address to Parchment BEFORE you graduate and lose access.
1. Log on to Parchment
2. Click "Profile"
3. Click "Account Settings"
4. Click "Add Secondary Email"
5. Save Changes

HAVE QUESTIONS?

Contact the Counseling Secretary, Mrs. Landram, for assistance.
Mrs. Landram, Counseling Secretary
landramr@psd401.net
253.530.1430

ALUMNI TRANSCRIPTS

STEPS FOR ALUMNI TO CREATE A PARCHMENT ACCOUNT AND ORDER TRANSCRIPTS

1. Go to www.parchment.com and click "Create Account" in the upper level corner of the page.
2. Click "Create Account" under the picture that says "Learners or Parents."
3. Fill out the required fields and click "Sign up" at the bottom.
4. Parchment will send a confirmation code to the email you provided. You must enter the confirmation code to continue. If you do not see an email from Parchment in your inbox, check your Spam or Junk folder.
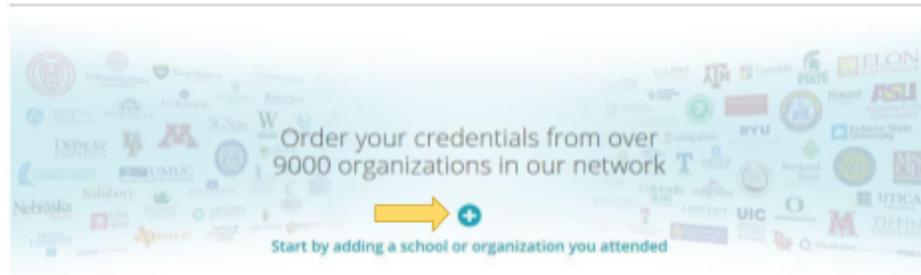
5. Click the + button in the middle of the graphic above.
6. In the search bar, type "Gig Harbor" and click "Search." A list of schools will pop up. Click the "Add" button next to Gig Harbor High School.
7. After you've added GHHS, you may request your transcript. Click on "Order" and type in the name of the institution, college, or university you're looking for and hit "Select" (try typing in the school name a few different ways if it doesn't come up the first time, i.e. WSU, Washington State University), Continue through each step until your order is complete.

HAVE QUESTIONS?

Contact the Counseling Secretary, Mrs. Landram, for assistance.
Mrs. Landram, Counseling Secretary
landramr@psd401.net
253.530.1430