Requesting Transcripts from Parchment

- ☐ Requested transcript through Parchment (for all schools & the Common Application)
  - ☐ Go to www.parchment.com
- ☐ Login (or create an account if you don't already have one)
  - ☐ Directions to create your account are available on the Counseling Website under "Senior Quick Links"
  - ☐ Use your PERSONAL email address – NOT your school email when creating your account
- ☐ Click "Order" to request your transcript to be sent
- ☐ Enter the name of the college or organization to send your transcript to
- ☐ Complete the remaining steps
- ☐ Did Parchment ask you to pay a fee??? If so, **STOP** – double check your profile to make sure you entered 11th grade as your last grade completed and entered 2027 as your graduation year. If you still have an issue, see your counselor or the counseling secretary to help. ***There should NOT be a fee for this step!***

The section below is ONLY for students using the Common Application

You will need to add your counselor and any teacher or other recommenders to your Common App. To do this, follow the steps below.

- ☐ Log into Common App
- ☐ Go to "My Colleges" & select any school
- ☐ Select "Recommenders & FERPA"
- ☐ Approve/Authorize FERPA
- ☐ Click "Invite Counselor"
- ☐ Add your counselor to the Counselor section
  - A-Er: rebeccapowrozek@hartlandschools.us
  - Es-Kt: heatherosterhout@hartlandschools.us
  - Ku-Rh: lukemoore@hartlandschools.us
  - Ri-Z: helenkenney@hartlandschools.us
- ☐ Turn on "Enable Preview" (this is directly below where you added your counselor info)