

# How To Use Parchment

Parchment is a free online resource that WHS is using to submit your transcripts to colleges. Should you have any questions, please contact your counselor or the college advisor.

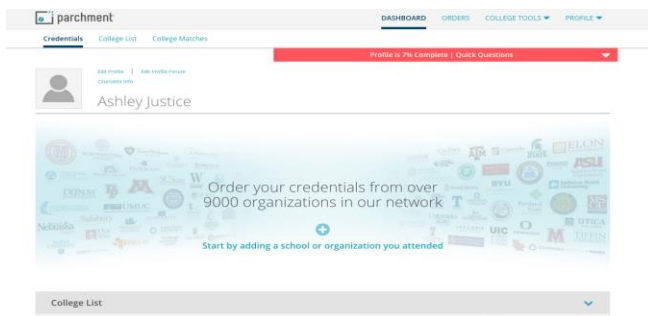
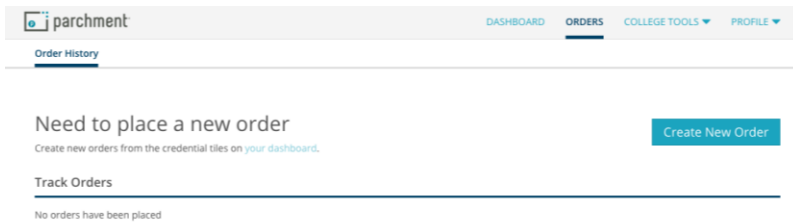


1. Go to Parchment.com
2. Select Sign Up Now

3. Fill in name, birthday, email, and password
4. For highest level of education, select 12<sup>th</sup> grade
5. Then hit Sign Up

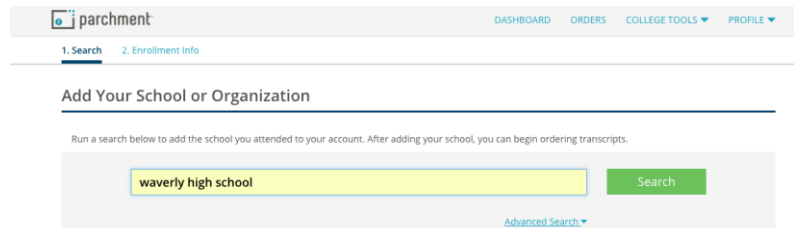
6. Fill in address, phone number, and gender
7. You can skip the academic information
8. Decide whether or not you want colleges to send you more information or to contact you

9. Select orders from the top bar
10. Then select Create New Order



11. Click on the link where it says "Order Your Credentials"
12. You can ignore the profile questions in the top right, these will not impact your transcripts.

13. Search for Waverly High School (this is how parchment will know what high school you attend)
14. Select Waverly Senior High School in Lansing after you hit search



15. Fill in the information

16. Earliest year means what year did you begin attending WHS

17. You will then select to waive your right to access any letters of recommendations, or to not waive your right. *Most colleges like to see that you waive your right to view this*, it means that the recommender would be able to write a letter of recommendation without you looking at it, which might mean it's more accurate.

Female

Earliest Year \* 2012

Expected Grad Year \* 2016

FERPA Privacy Rights

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I waive my right to access

I do not waive my right to access

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

CONSENT AND REQUEST

Ashley Justice

Your Schools / Organizations:

Waverly Senior High School  
Lansing, MI

Your Credentials from Waverly Senior High School:

Your Transcript

PENDING

Order

18. Now that you have added WHS, you can order your transcripts by clicking Order.

19. Search for and select the college you would like to send your transcripts to

20. Some colleges will have the organization type as undergraduate or graduate. For high school students entering college, *you must select undergraduate*.

Where would you like to send your credential?

An Academic Organization, Admissions Office, Business, or Other Organization.

Yourself or Another Individual

Michigan State University

Search

Advanced Search

Institution	Location	Organization Type	
Michigan State University	East Lansing, MI, US	College / Undergraduate	Select
Blisk Education for the benefit of Michigan State University	Tampa, FL, US	College / Undergraduate	Select

Add this college to my list

Your order has NOT been placed yet.

Item(s) being ordered:

FROM: Waverly Senior High School, Lansing, MI

TO: Michigan State University, Office of Undergraduate Admissions, East Lansing, MI, 48824-2604

When do you want this sent? Send Now

Application Tracking Number (optional)

Transcript Delivery Method: Electronic

Credential Fee: \$0.00

Shipping / Handling: \$0.00

Item Total: \$0.00

Total Credential Fees: \$0.00

Total Shipping / Handling: \$0.00

Order Total: \$0.00

Save & Continue

21. If you would like to send your transcripts to multiple schools, now is the chance to select add another destination (this will repeat steps 19 and 20)

22. If you have selected all of the schools, go ahead and click on Save & Continue

23. Review your order to make sure all of the schools are selected

24. Your order total should always be free, you should not have to pay for this service

25. If everything looks right, select Continue

Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

FROM: Waverly Senior High School, Lansing, MI

TO: Michigan State University, Office of Undergraduate Admissions, East Lansing, MI, 48824-2604

Processing Time: Send Now

Transcript Delivery Method: Electronic

Credential Fee: \$0.00

Shipping / Handling: \$0.00

Item Total: \$0.00

Total Credential Fees: \$0.00

Total Shipping / Handling: \$0.00


Order Total: \$0.00

Continue

## Provide Consent

I authorize Parchment to release my academic credentials from Waverly Senior High School to the destinations I select.

Sign here with mouse or finger:

x 

Clear Signature

Type Name:

Ashley Justice

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

Save & Continue

26. Sign using your mouse to consent your transcripts being sent. This is impossible to do and for it to look nice, don't worry about it too much.

27. Once signed and certified, select Save and Continue

28. Your transcripts have now been sent to counseling for approval.

29. You can track your transcripts if you go to the Order tab.

30. This will show you where your transcripts are at. If WHS is highlighted, it means that counseling needs to approve it. If Parchment is highlighted, the transcripts have been approved, and it is waiting to be downloaded by the college. Once the recipient has downloaded your transcripts, the checkmark will be highlighted!

## Need to place a new order

Create new orders from the credential tiles on [your dashboard](#).

Create New Order

### Track Orders

Document ID	Status	Recipient	Price	Track
THZ2UYP	Order submitted to school	Michigan State University	\$0.00	▼
<p>Where's my transcript? Order submitted to school</p> <p>You placed an order on November 17, 2015. Your school needs to review it. If your order has been in this status for more than 2 days you should contact your school.</p> <p>Waverly Senior High School</p> <p>Parchment</p> <p>Recipient</p> <p>Document Type Delivery Type: Electronic Processing Time: Now</p> <p>Recipient Michigan State University</p>				

If you have any questions about parchment, please do not hesitate to reach out to Counseling or the College Adviser. Make sure to track your orders, it should take about 2-3 weeks for the schools to download the transcripts (however this may vary).