

Placing a Final Transcript Through Parchment

- 1) Log into your Parchment.com account
- 2) You should see the name of your high school under "Institutions"
- 3) Click on "Order"

Institutions	Credentials	
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zz App	ole Tree High	School
12	2 Transcripts S	ient
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4) Search for the destination you'd like your Final Transcript delivered to

5) Select "Hold for Grades" if you would like your Final Transcript sent when the graduation date has posted

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