

PARCHMENT

**ALL Transcripts must be requested through Parchment!
The Counseling Center does not send out transcripts.**

To obtain a transcript:

1. Go to www.parchment.com/join
2. Sign up to create your account.
3. **MAKE SURE TO USE YOUR PERSONAL EMAIL** when creating your account!
4. Add Badger High School to your Parchment account.
5. Request delivery of your transcript to any destination worldwide.
6. Current students can send (2) transcripts for free. After that you will be charged a \$3.00 fee per transcript.
7. Click HELP on the Parchment site or contact Parchment with any questions.

Note on the “Unofficial Self-View”:

- An unofficial self-view is always FREE!
- When you request an unofficial self-view and it gets processed – the transcript will be your current transcript.
- If you want an **updated self-view** at the end of the semester or at the end of the school year, **you must hit update to send a new request!** Then download it and the most recent transcript will show up for you once processed.

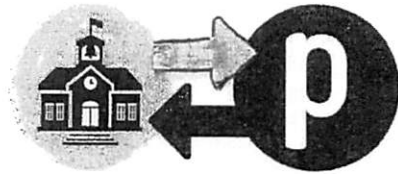
ORDER YOUR TRANSCRIPT

IN THREE EASY STEPS

1 Register For Your Free Account

If you received a registration code handout, go to parchment.com/register.
If you received an email, just click the link

1. Visit [Parchment.com](https://parchment.com)
2. Find your school
3. Build your profile

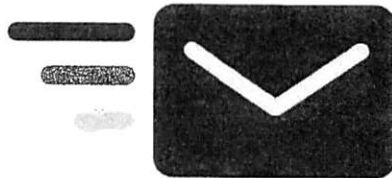


2 Request Your Transcript

1. Choose *Order*
2. Select Destinations such as colleges, Common App or yourself
3. Review your Order and Check Out

3 Track Your Transcript

1. Watch your email for updates
2. Log in to Parchment for more details



Need Help?

Visit support.parchment.com today!

-  Request and Track Transcripts
-  Explore Colleges
-  Analyze Admissions Data

COLLEGE, HERE I COME! 

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