
Transcript Requests: Process & Registration

**Attention Parents and Students:**

In accordance with the State of Michigan e-Transcript Initiative, University Prep Schools use the online transcript ordering portal, **Parchment!**

The safe, paperless way to send transcripts home or directly to the high schools and/or colleges you choose. It's easy, it's secure, and it's available 24/7.

Here you can **store, track, and manage your high school transcripts**. You can also compare colleges and discover your chances of getting into a college compared to other applicants!

Registration Process:

- Register/create an online account with Parchment at www.parchment.com
 - Students/Alumni/Parents (of minors)
- Click the **MY TRANSCRIPTS** tab -> **REQUEST** to request and store your transcript to your account page.
- **Stored transcripts are unofficial** and available for self-print 24/7.

Delivery Process:

- Use the **DELIVER** tab to have your transcript sent to various destinations in the **official** format. (Includes: Parchment border, seal, and signature)
- Your most recently stored transcript is what will be sent to your desired location. (Store new transcripts after each semester for up-to-date deliveries)
- Some fees may apply (\$2.55 - \$4.25)
- **Seniors** can receive up to (2) free transcripts, if eligible for free or reduced lunch. Please contact your college counselor to ensure your waiver is applied to your account.

Please allow 1-3 business days for all transcript requests.

Navigate the full site to use additional college prep tools and added features!

For technical assistance using the Parchment system, please visit www.parchment.com/contact-us

For registration/request concerns please contact your:

College Counselor