

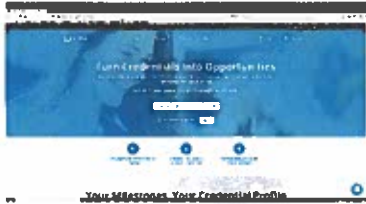


ORDERING TRANSCRIPTS CHECKLIST

Twelve Steps to Using Parchment

Guidelines to ordering transcripts for colleges, scholarships, and places of employment. If you have an email you can use Parchment to send your official transcript from Bremen High School.

1. Go to www.parchment.com



2. Sign in or create an account if you do not have one.
If you need help creating an account, see your counselor. If you are creating your account, you can skip the profile and complete it later.

3. Click the “+” sign in the middle of the screen to select your school.
If your screen says Bremen Senior High School, you have already completed this step and can skip to step 9.

4. Type in “Bremen High School”, click search, and then click add.
Double check that the school that you are selecting is located in Bremen Indiana.

5. Fill out the enrollment information.
Earliest Year is 2017 – the year you started high school.

6. Click whether you waive or do not waive your right to access your information, including recommendations.

7. Make sure the authorization box remains checked and click “Consent and Request.”

8. Your account is created.
You will want to complete your profile at some point.

9. Click order in the middle of the screen.

10. You will see two destination options. Select the option you want. Either search for and select the school or continue if ordering for yourself.
*****You must order a transcript for yourself if you have not done so in order to send a transcript to anyone else! This only must be done once.**

11. Continue filling in the fields to place your order.

12. On the “Provide Consent” page, you or a parent/guardian authorizes Parchment to release your transcript from BHS. You can sign with your mouse or finger.
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