



# How to Order Your Transcript

Follow the steps below to submit an order on Parchment.com to send your transcript

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Visit Parchment.com and login using your email and password your created.

- *The first time you login to your Parchment account, you will be prompted to complete a 'College Admissions Survey'. You can close this and take it at a later time if you would like. It is not required to send your transcript.*
- *You will notice a completion bar in the upper right hand corner of your homepage. It shows you how far you are in completing your 'profile'. This is not a required component of your account to send your transcript. You can complete your profile at any time.*

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-Scroll down to find the green 'order' button.

-Select where you would like to send your transcript, the 'destination'.

-You can search a college/University by name. From the search results make sure to select the correct location.

-You may select additional destinations if you would like to send your transcript to more than one location in this order. Otherwise, you can continue by clicking the green 'save and continue' button.

-Note that the \$3.75 charge is subsidized (waived) while you are still a current student. You should see a charge of \$0.0 for submitting your order.

***Make sure to submit your college applications BEFORE submitting an order for your transcript. It is important for the college to receive your application ahead of your transcript.***

## Second Semester Seniors

When you are a second semester senior your selected college may ask for a FINAL transcript to be sent to them. You will process this request through Parchment as well. Please note that second semester transcripts are not finalized for a couple of weeks after the end of school. When requesting these final transcripts, you will want to select the option 'hold for grades' on that last order. These transcripts will be held and automatically sent from the BNL office once the transcripts have been finalized with your Semester 2 information. This allows you to submit your order before leaving school but ensures the most recent and finalized transcript will be sent to your college.