

Parchment Transcript Account Setup

Prepared by Kent Kechter

February 2014

General Information

St. Francis Community High School students can request transcripts electronically through a secure service known as Parchment. To use the service, students must create an account and give permission to have their transcripts sent electronically to any requested location(s). St. Francis High School has made the transcripts available to Parchment through electronic upload.

Current students and recent graduates of SFCHS should make their transcript requests through the Parchment service.

Fees

The account creation is free of charge for all students. However, when a request for a transcript is sent to a college/university (or other location), there is a charge of \$3.25 for each transcript request. Students will pay the fee using a credit or debit card account.

Information needed to create your Parchment account

You will receive an email with a link to the Parchment website. The email will look like the one below. Please do not delete the email until you are sure that your account is working correctly!

 **kentkechter@gmail.com** Feb 11 (1 day ago) ☆ ↶ ↷
to me ▾

⚠ This message may not have been sent by: kentkechter@gmail.com [Learn more](#) [Report phishing](#)

parchment

Dear M [REDACTED]

To make it easier for you to request transcripts, St Francis Junior/Senior High School has partnered with Parchment to provide secure online transcript ordering available 24/7. Creating an account is free and only takes a few steps. Get started now!

[Register Your Free Account >>](#)

If you sign up through this link, St Francis Junior/Senior High School will automatically be added to your account.

If the above link does not work, copy and paste the link below into your browser:

[https://www.parchment.com/c/reg/?code=F\[REDACTED\]](https://www.parchment.com/c/reg/?code=F[REDACTED])

Special message:
This email is important and should be acted upon soon so that your account will be ready when you need to request transcripts. Please do not delete the email until you are sure that your account is working correctly. Please record your account login and password information so that you will have it for future reference.

If you have any questions, feel free to contact us or visit [Parchment Support](#).

Sincerely,
Guidance Staff at St Francis Junior/Senior High School

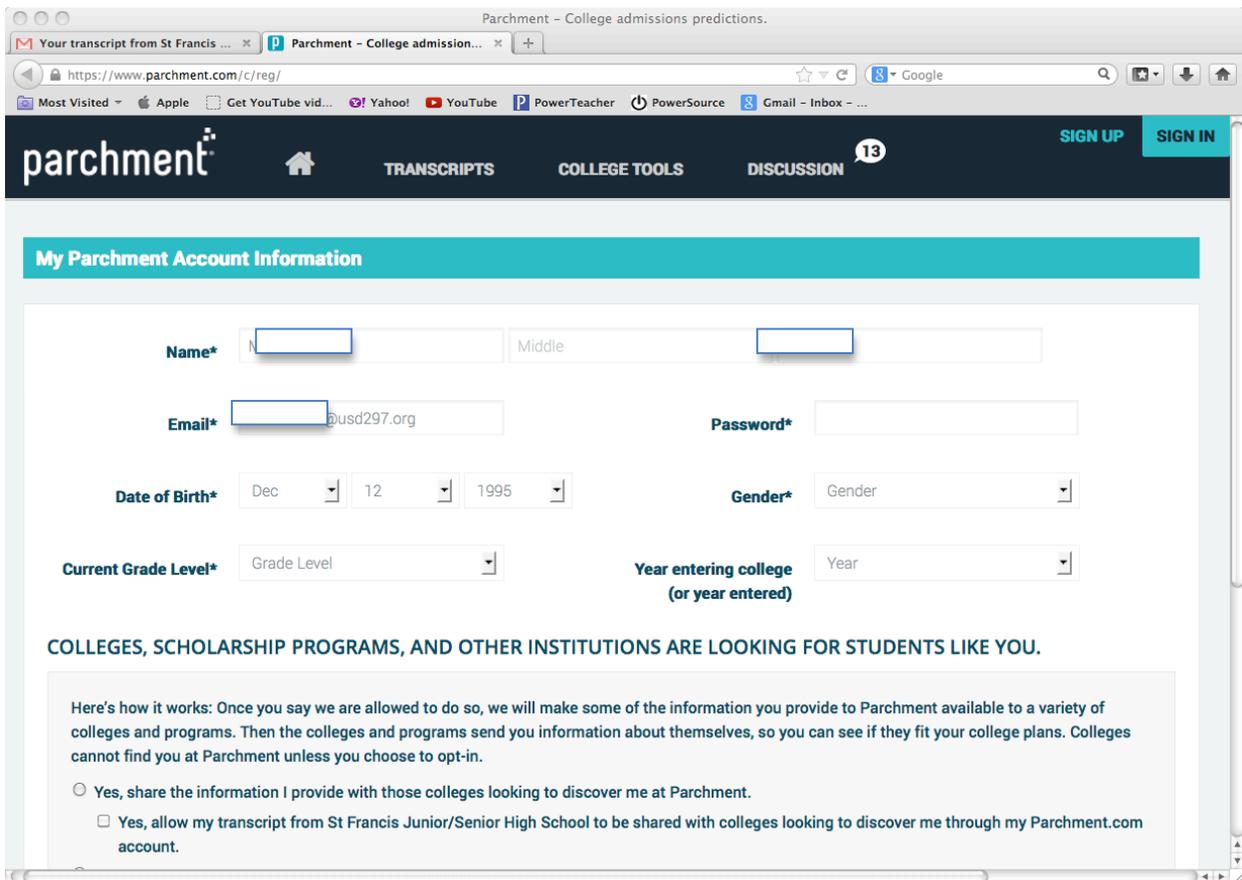
Directions To Create Your Parchment Account

Please read the directions for each step COMPLETELY before entering any information on the computer screen.

Step 1

Click on the “Register Your Free Account” button (in your email message) to begin your account creation.

You will see the following window.....



The screenshot shows a web browser window with the URL <https://www.parchment.com/c/reg/>. The page title is "Parchment - College admissions predictions." The navigation bar includes "parchment", "TRANSCRIPTS", "COLLEGE TOOLS", "DISCUSSION" (with a notification badge of 13), "SIGN UP", and "SIGN IN". The main content area is titled "My Parchment Account Information" and contains the following fields:

- Name***: First name (input field), Middle (input field)
- Email***: Input field containing "@usd297.org"
- Password***: Input field
- Date of Birth***: Three dropdown menus for month (Dec), day (12), and year (1995)
- Gender***: Dropdown menu with "Gender" selected
- Current Grade Level***: Dropdown menu with "Grade Level" selected
- Year entering college (or year entered)**: Dropdown menu with "Year" selected

Below the form, there is a section titled "COLLEGES, SCHOLARSHIP PROGRAMS, AND OTHER INSTITUTIONS ARE LOOKING FOR STUDENTS LIKE YOU." with the following text:

Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.

There are two radio button options:

- Yes, share the information I provide with those colleges looking to discover me at Parchment.
- Yes, allow my transcript from St Francis Junior/Senior High School to be shared with colleges looking to discover me through my Parchment.com account.

Complete the page by typing in the correct information in each field. Please note that the password you use for the Parchment account does NOT need to be the same as your email password (it can be, but a different password may be more secure).

Select your “Gender,” “Current Grade Level,” and “Your Year Entering College” from the drop-down menus.

DO NOT CLICK the “Let’s Go” button until you have read and completed the directions on the next page.

Step 2

Near the bottom of the page you will see a heading entitled “COLLEGES, SCHOLARSHIP PROGRAMS, AND OTHER INSTITUTIONS ARE LOOKING FOR STUDENTS LIKE YOU.” (See picture below.)

COLLEGES, SCHOLARSHIP PROGRAMS, AND OTHER INSTITUTIONS ARE LOOKING FOR STUDENTS LIKE YOU.

Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.

- Yes, share the information I provide with those colleges looking to discover me at Parchment.
 - Yes, allow my transcript from St Francis Junior/Senior High School to be shared with colleges looking to discover me through my Parchment.com account.
- No, I do not wish to share my information or transcripts with colleges that may be interested in me.

I agree to the Parchment terms of use and service agreement

LET'S GO! →

You will need to decide if you wish to share your information with ALL colleges and programs and if you wish to receive information from them. If you prefer to have colleges and other programs contact you, you will need to select the “Yes” box.

Please Note: Selecting “Yes” MAY result in numerous unsolicited email messages. If you are OK with colleges and programs sending you information without requesting it, click “yes.”

If you prefer to share your information with only the colleges and programs you select, you will need to check the “No” box.

Make sure to check the “I agree to the Parchment terms of use and service agreement” box.

When all the information on the page is correct, click the “Let’s Go” button.

Step 3

A new window will appear.....

** Required Field*

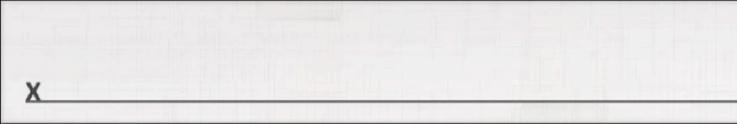
Sign the Signature Request Form

Federal regulations require that we receive your signature before we can process transcript requests for Mason. Your authorization will allow your transcript to be delivered to destinations that you designate that are not included in our database of authorized destinations. Your authorization may be given using your mouse or stylus to sign your name in the box below. Once authorized, we can process all your transcript requests.

Parchment will keep the authenticated form on file and you will not be required to sign it again when you place additional requests for transcripts from this school. Of course, you will be able to withdraw this authorization at any time by signing into this account and accessing preferences.

Mason Schiltz
12/12/1995
M

I authorize Parchment Inc. as the authorized representative for St Francis Junior/Senior High School to release Mason Schiltz's complete academic transcript to destinations selected through this Parchment account.



I certify under penalty of law that I am the individual identified below and I am authorized to take this action.

You will need to electronically “sign” the agreement. Use your computer mouse to “sign” your name on the line provided in the grey box. IF you need to clear the box and make another attempt at the signature, you may use the “Clear Signature” button (just below your signature) to clear the previous signature.

You will also need to check the box next to “I certify under penalty of law that I am the individual identified below and I am authorized to take this action.”

Step 4

Further down the screen you will see the following information.....

I also authorize a copy of my transcript to be stored in my Parchment account where I will be able to view and manage this document, and can use it for various optional services.

FERPA Privacy Rights - required

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I do waive my right to access.

I do not waive my right to access.

SAVE & CONTINUE →

Check the box next to “I authorize a copy of my transcript to be stored in my Parchment account where I will be able to view and manage this document, and can use it for various optional services.”

Under the heading for FERPA Privacy Rights, you will also need to select one box.

Note: Checking “I do waive my right to access” allows all information to be sent without you viewing it first. You have the right to view, but waiving your rights will make the process more efficient.

After you have completed the information, please click the “Save and Continue” button.

Your account has been created, and you should be able to request a transcript electronically at any time. No further information is necessary if you are only using the service to send transcripts to destinations you request.

Please remember your login and password to access your account!

Additional Information

Other windows may open asking for information about the colleges you may be interested in. See photo below:

NEED A TRANSCRIPT? **SEND ONE NOW** ×

WHICH COLLEGES ARE YOU INTERESTED IN?

Tell us a few colleges you're interested in so we can give you great recommendations and personalize your Parchment experience. (You can add more later)

1. Add a college to your list 🔍
2. Add a college to your list 🔍
3. Add a college to your list 🔍

NEXT

CHOOSE COLLEGES + A LITTLE ABOUT YOU = SEE YOUR RESULTS!

Complete any additional information you feel necessary from this point on. Adding additional information to your profile will help colleges find you. If you know which colleges you are interested in, the additional information is not necessary for the sending of transcripts.

After you have set up your account, you will need to login in to your account at <http://www.parchment.com> to make transcript requests.

IMPORTANT - PLEASE NOTE: At some point in the future, you will likely need to change your email address in the “Profile” of your account. (To do so, click the “Profile” tab and select “Account Settings”) All accounts are originally created using your school email account. Several months after your graduation from SFCHS, these email accounts will be terminated.

If you need help with your account, you may contact Parchment at:
<http://www.parchment.com/support>