

Order your final transcript

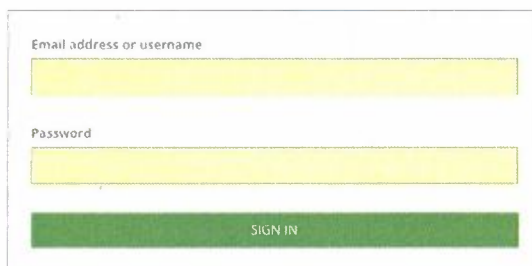
Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then place your order now. Your transcript won't be sent until your final grades are on it.

TO ORDER YOUR FINAL TRANSCRIPT:

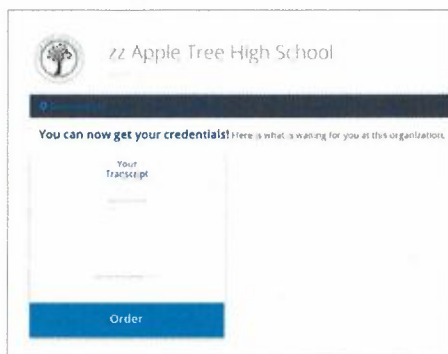
1. [Sign in](#) to your Parchment account.

- If you forgot your password, go to the [Forgot Password](#) page to reset it.
- If you don't have a Parchment account yet, [create an account](#) now.
- [Change your email address](#) to one you use regularly because you will receive email updates on the status of your order.



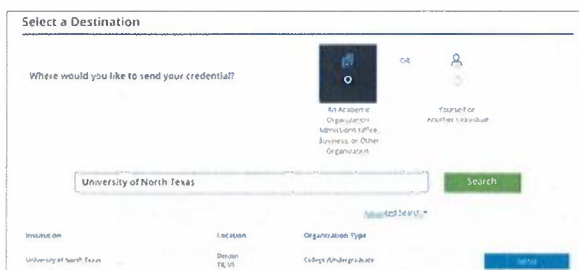
The screenshot shows a sign-in form with two input fields: "Email address or username" and "Password". Below the fields is a green button labeled "SIGN IN".

2. Click [Order](#).



The screenshot shows the Parchment interface for Apple Tree High School. It features a header with the school's logo and name. Below the header, there is a message: "You can now get your credentials! Here is what is waiting for you at this organization." Underneath, there is a section titled "Your Transcript" with a blue button labeled "Order".

3. Search for the destination that you want to send your final transcript to. When you find it, click [Select](#).



The screenshot shows the "Select a Destination" search page. It asks "Where would you like to send your credential?" and provides two radio button options: "An Academic Organization, Admissions Office, Business, or Other Organization" (selected) and "Yourself or Another Individual". Below the options is a search bar containing "University of North Texas" and a green "Search" button. At the bottom, there is a table with columns for "Institution", "Location", and "Organization Type". The table shows "University of North Texas" with location "Denton, TX, US" and organization type "College Undergraduate". A blue "Select" button is visible at the bottom right of the table.

4. Under **When do you want this sent?**, select **Hold for Grades**. This means the transcript won't be sent until this semester's grades are on it. Click **Save & Continue**. You'll click **Save & Continue** again after reviewing your order.

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

FROM
22 Apple Tree High School
Blaine, IN

TO
Cristin Dee
cdtest1@parchment.com

When do you want this sent?
Send Now
 Hold for Grades

Application Tracking Number (optional)

+ Add Another Destination

Transcript
Delivery Method
Electronic

Item Total \$0.00

Credential Fee \$0.00
Shipping / Handling \$0.00

Total Credential Fees \$0.00
Total Shipping / Handling \$0.00

Order Total \$0.00

Save & Continue

5. Give consent and click **Save & Continue**. If you are asked to make a payment, you will get a payment screen. Once you make the payment (if applicable), you're all set.

Provide Consent

I authorize Parchment to release my academic credentials from 22 Apple Tree High School to the destinations I select.

Sign here with mouse or finger:

Clear Signature

Type Name:
Jen Jones

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

Save & Continue

A FEW RESOURCES

- [Quick Start Guide to ordering transcripts](#)
- [Watch the ordering video](#)
- [Watch the tracking video](#)