

# Sending your Official Transcript

Waconia High School transcripts are sent by Parchment, a secure, electronic-document sending service company. The process requires you to create an account and order transcripts online.

Before you place your order

- You must have an account with Parchment. Go to **Parchment.com**.
  - o **It is recommended that you use a personal email as school emails do not stay with you after graduation.**
- You must have added the school you attended (**Waconia**) to your account. Usually this is done during the sign up process, but, if you haven't done this, go to the Add a school page.

## Place an order

1. Click on the green **Order** button. If you don't see this, then you haven't added your school to your account. To do this, click **+Add another school or organization you attended**.

Order Your  
Transcript



Order

2. Select your destination.
  - a. You can search for a destination, or enter a mailing or email address manually.
3. You'll land on the **Item Details** page where you will:
  - a. **Select Processing Time** – default option is to Send Now.
    - i. If you would like to wait until your next grades are in before sending your transcript, select **Hold for Grades** from the drop down menu.

Send Now

Hold for Grades

**Confirm Consent** – You will want to complete the following selections. If you've provided consent previously, you may not have to do anything here. Otherwise, this is where you (or your parent/guardian) authorizes Parchment to release your transcript from your school.

- b. Use your mouse or stylus to sign your name in the box.

Sign here with mouse or finger

Clear Signature

- c. Type your name into the box and check the box to confirm that you are authorized to order the transcript.

* First Name	Middle Name	* Last Name
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- \* I certify under penalty of law that I am the individual identified above and am authorized to take this action.

- i. For minors, a parent must sign in the box, type their name, and check the box that certifies they are authorized to order the transcript. However, if you are a minor and ordering your college transcript, you can sign.
- d. Your total charges appear in the top right corner of the page.
- e. Click **Continue**.
4. You'll be taken to the **Order Summary** page where you will want to review your order.
- a. To make any changes, click on  (**Edit Order** button).
- b. To add another destination to your order, click **+Add Another Item for Student Name**.
- c. Click **Continue**.
5. You will make a payment, if applicable (Visa, Mastercard, Discover and American Express are accepted). Enter your payment and billing information and click **Submit Payment**.

### What happens next?

1. A confirmation email containing your DID (order) number is sent to the email address associated with your Parchment account.
2. Your request lands in your school's Parchment Transcript Services account and they will review your order.
3. Once your school approves and processes your order, we will send your transcript.