

SENIOR FINAL TRANSCRIPT

PLEASE READ:

This year, Senior's will be requesting their **Final Transcripts** to be sent to their Colleges, Universities and themselves through an online request process called Parchment.com. The counselors will be presenting this information to you during the "Senior Talks" during the month of May. If you would like instructions on how to set-up your account on Parchment.com prior to the May talks, please come into the counseling office and pick up an instruction sheet.

After the semester is over, and grades have been posted onto your transcript, your transcript will be uploaded into Parchment.com. Once the Transcripts are uploaded, our Registrar will release all the transcripts that have been requested through Parchment.com. This includes the ones that have been in the **"Held for Grades"** que. Once released, Parchment will electronically send your transcript to your requested destination. If for whatever reason Parchment is unable to send you transcript electronically, they will mail it directly to the requested destination for you.

A few notes to remember:

-It is important when you are requesting the "Final Transcript" that you request them to be **"Held for Grades"**. By requesting them to be **"Held for Grades"**, the Registrar will know it is for your "Final Transcript" and will wait to release the transcript until the semester is finished, grades are posted, and your transcript is uploaded onto Parchment.com.

-If you do not request them to be **"Held for Grades"**, they will be sent out within 24-36 hours of the date you put in the request. So make sure you place your request accordingly.

***** ALL REQUESTS FOR "FINAL TRANSCRIPTS" MUST BE
REQUESTED ON PARCHMENT.COM. *****

***** THE DEADLINE FOR YOU TO PLACE YOUR REQUEST ON
PARCHMENT.COM IS JUNE 7TH *****

Thank you,