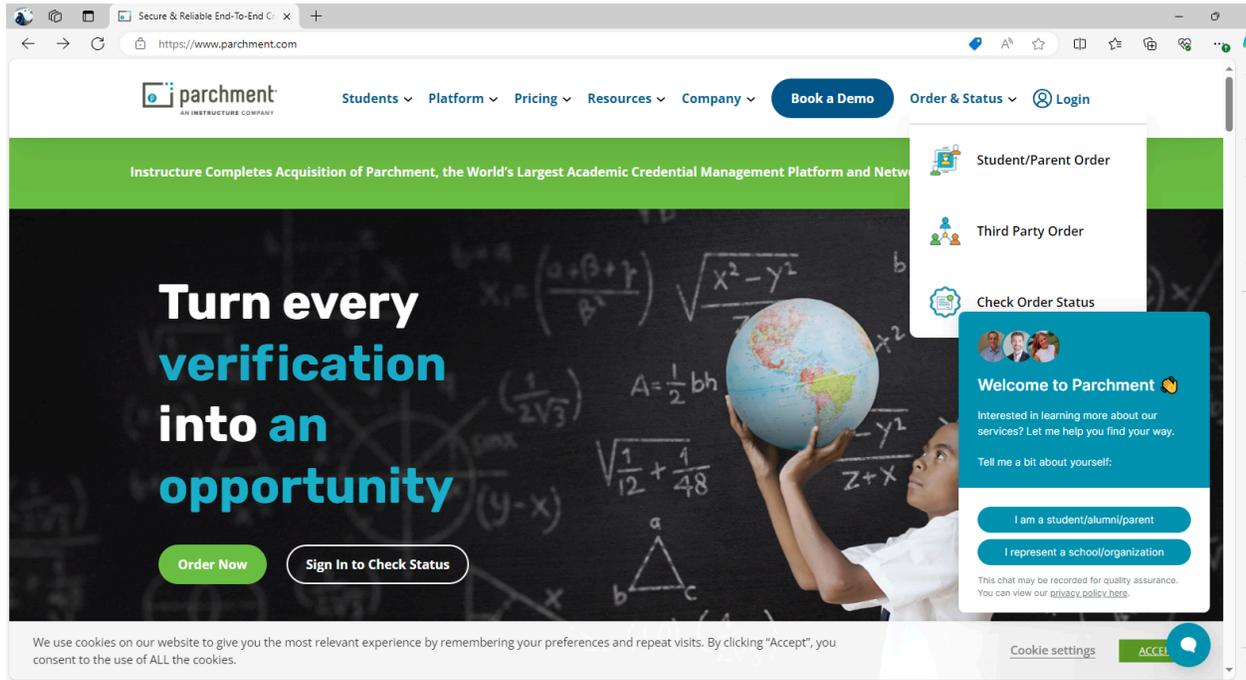


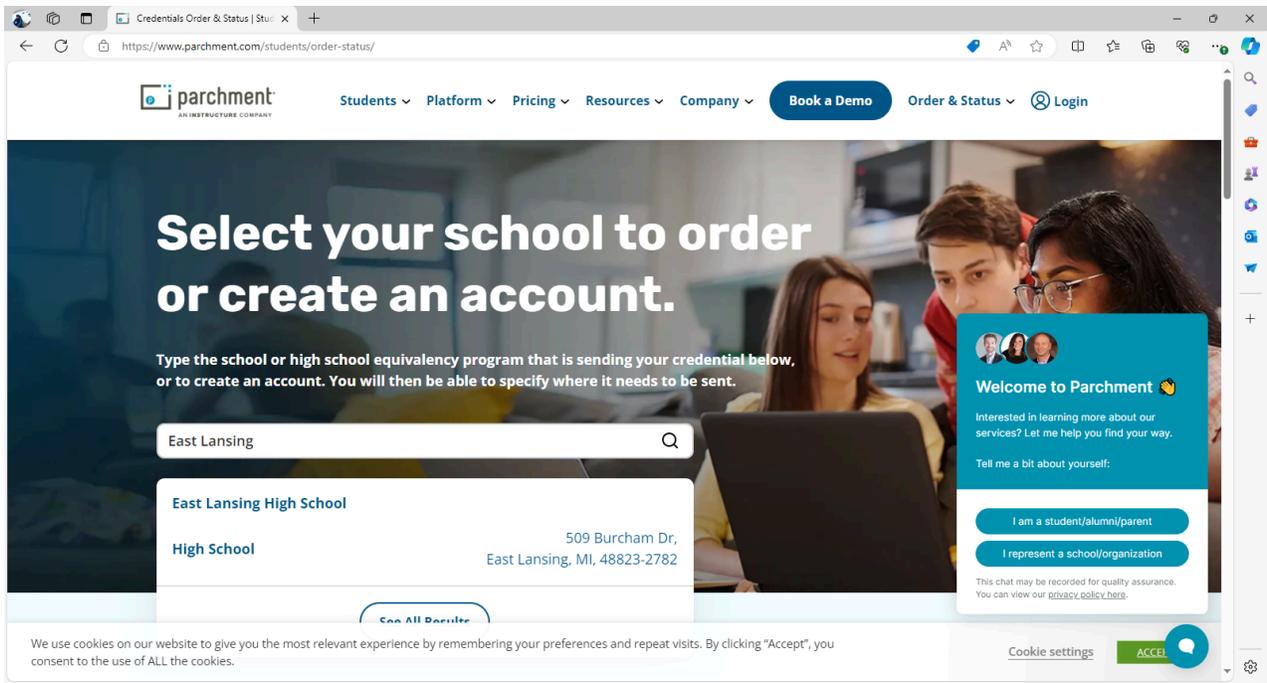
Parchment Directions

In your favorite search engine..... type in www.parchment.com

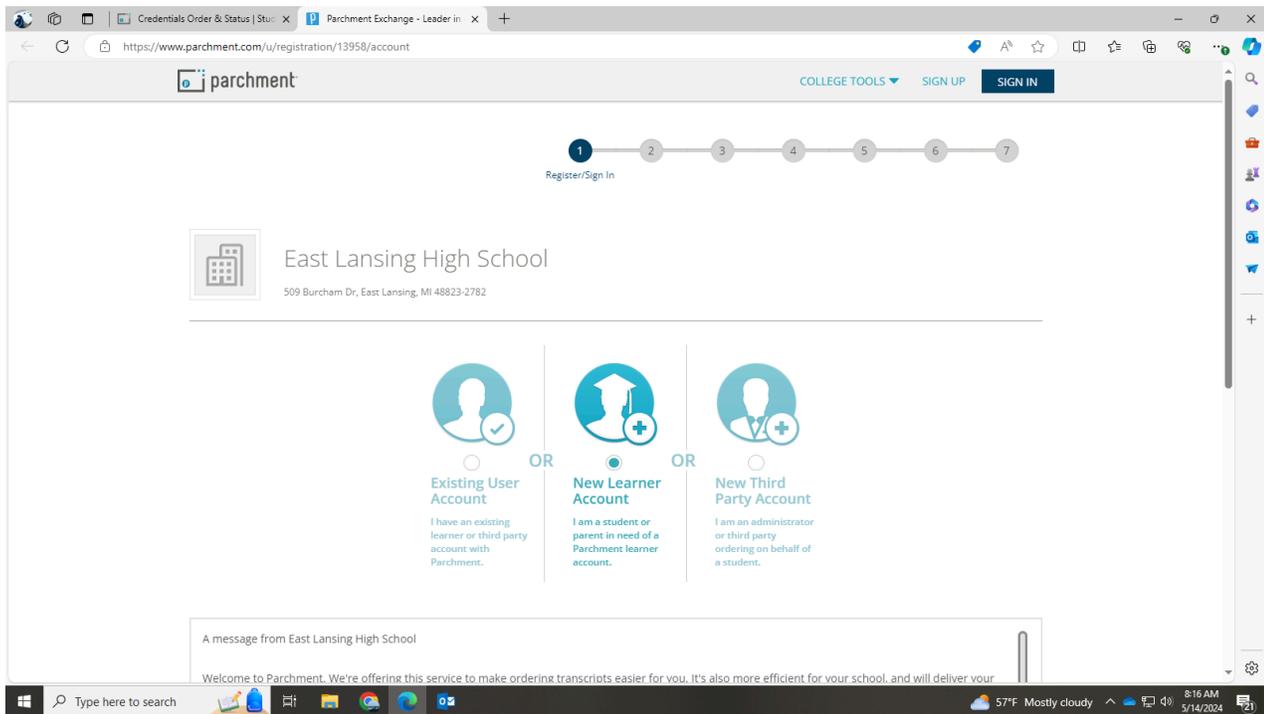
From the drop down tab at the top... click on "Order Status" and click on "Student/Parent Order"...



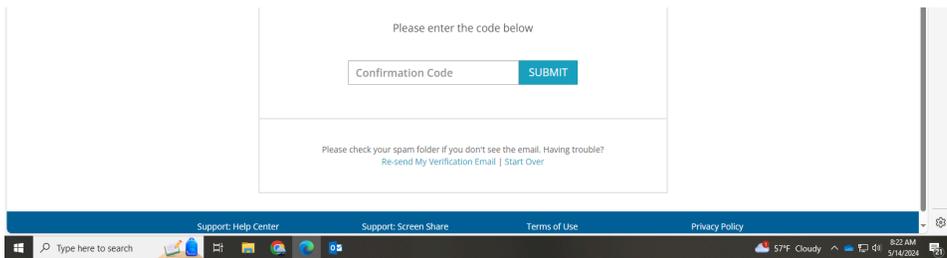
The following screen will appear..... in the search bar, type in East Lansing High School (it should self populate)...



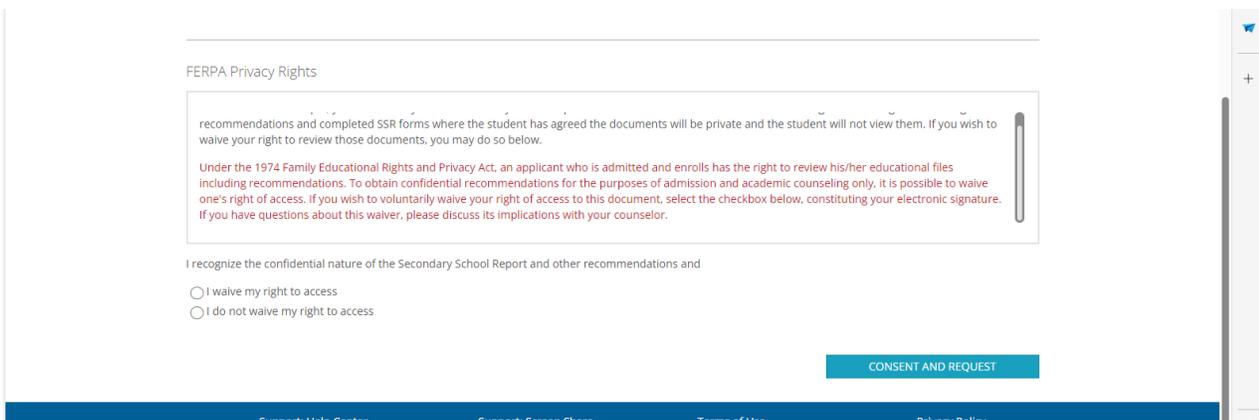
You should see the following screen.... Select "New Learner Account", and then fill out the information at the bottom of the page (you DO NOT need a registration code).



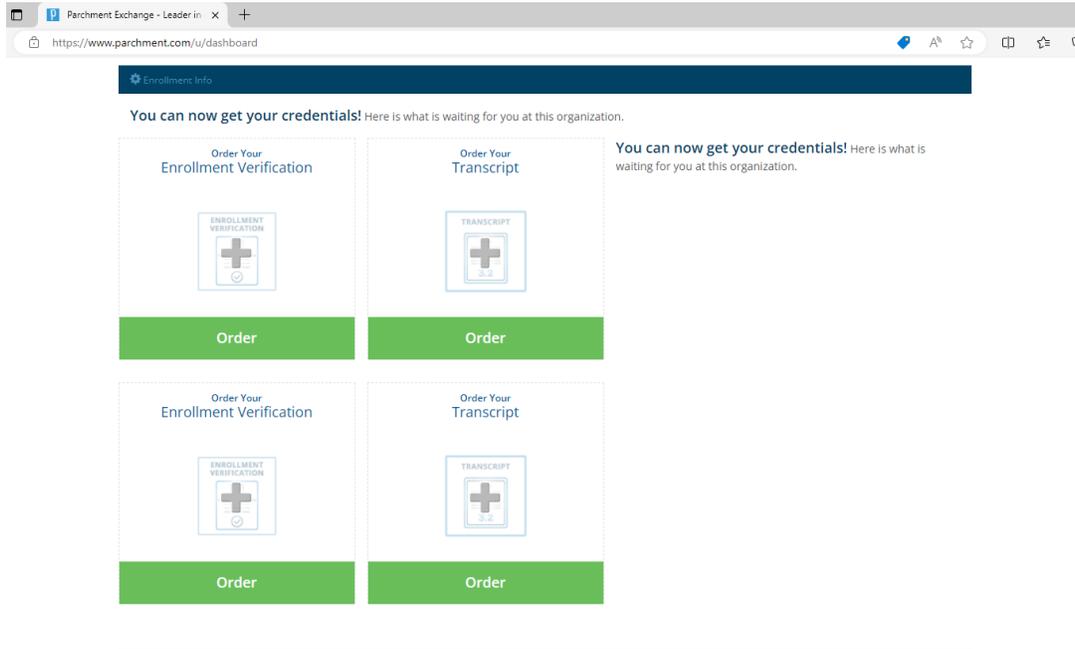
A verification code will be sent to your email address.....



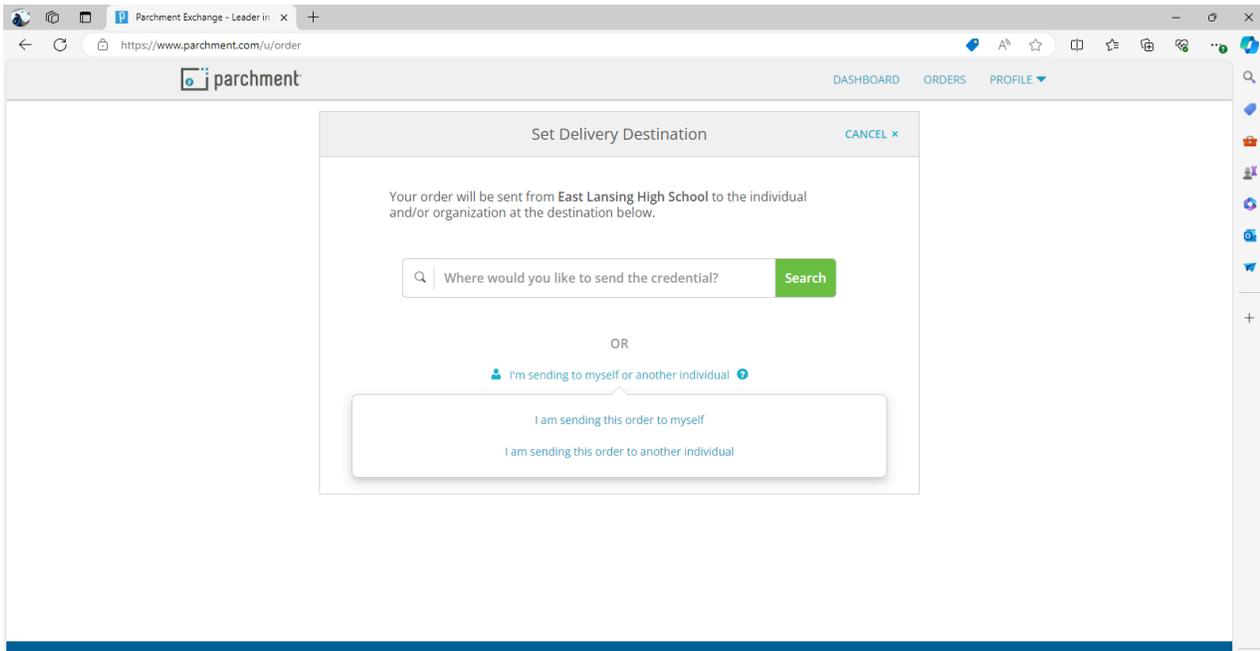
You will then need to verify your enrollment information, and make your FERPA selection (we do recommend that you waive your right to access... but if you decide to not waive your right to access, your transcript will still be sent).



You are now ready to ORDER your transcript.....

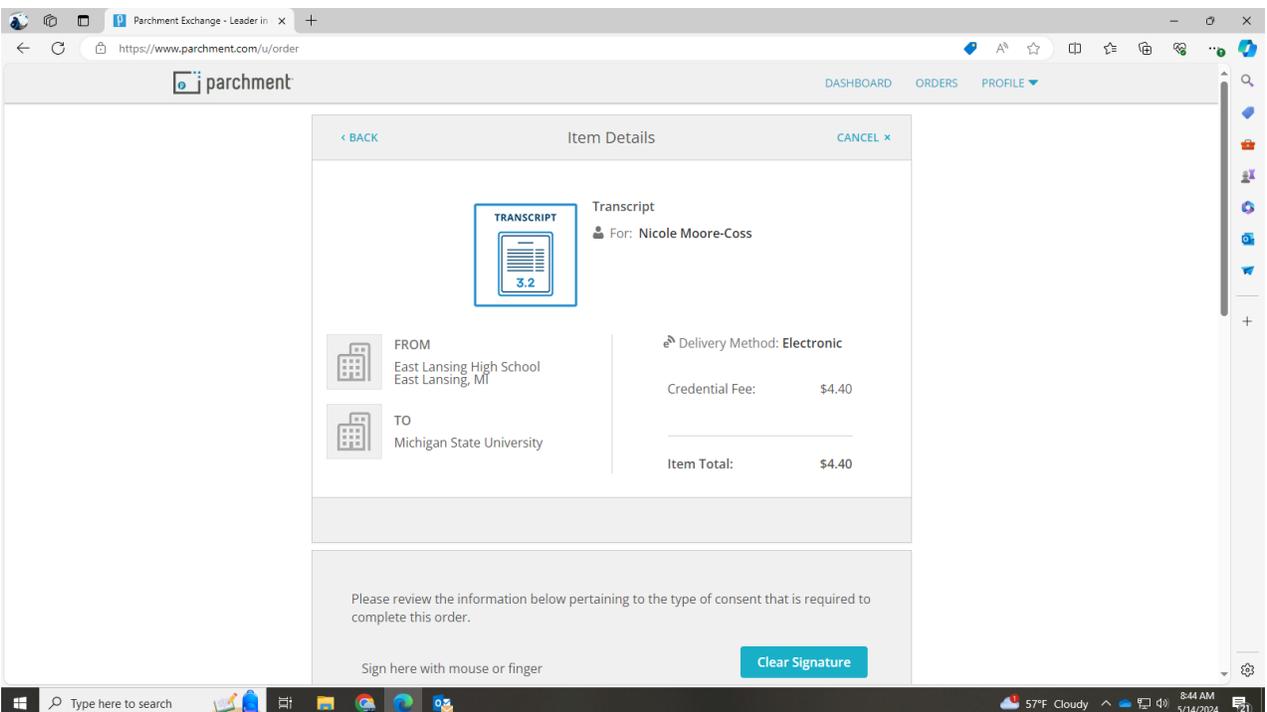
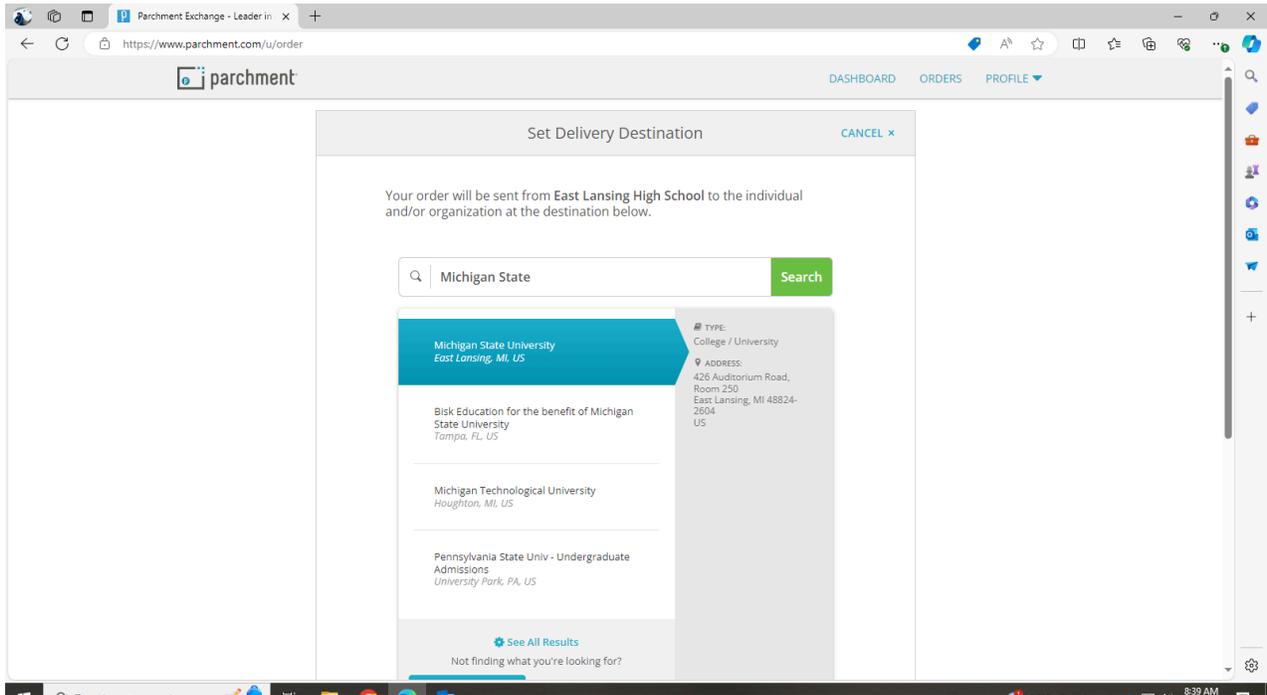


If you have made it this far, you can now start ordering transcripts..... you can either send to an institution, or even send yourself a copy of your transcript!!!!



If you are sending a transcript to an institution..... Start typing in the name and it should populate..... the below screenshots are what your screens will look like.....

PLEASE NOTE: parchment does NOT charge for current students sending transcripts to in-state schools..... there is a fee for out-of-state schools and a fee for Alumni transcripts....



Parchment Exchange - Leader in x +

https://www.parchment.com/u/order

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature



Type here to search 57°F Cloudy 8:46 AM 5/14/2024

Parchment Exchange - Leader in x +

https://www.parchment.com/u/order

X _____

Type full name as signed above

* First Name Middle Name * Last Name

I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

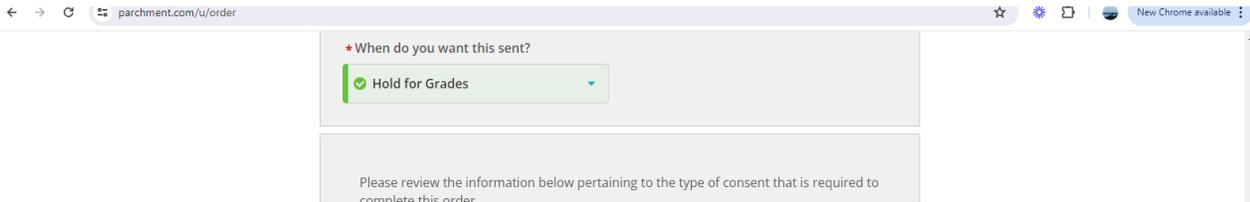
CONTINUE

* All items marked with a red asterisk are required to submit this form.

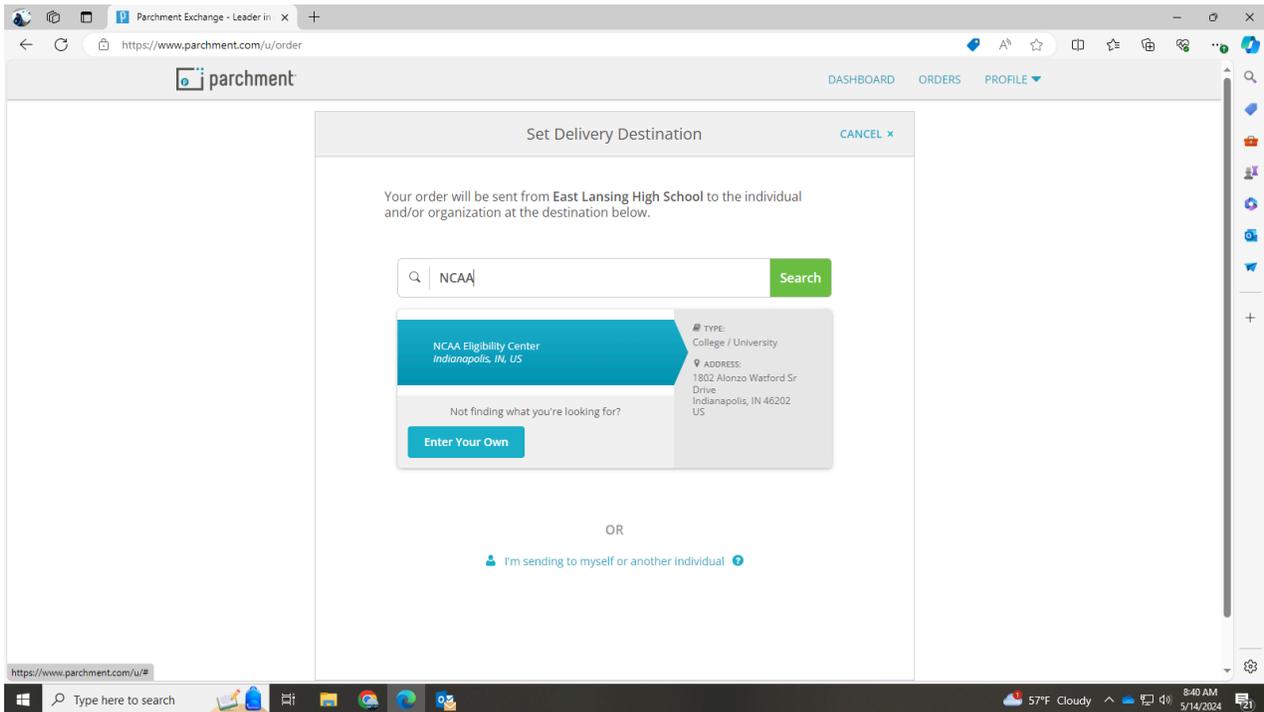
Support: Help Center Support: Screen Share Terms of Use Privacy Policy

Type here to search 57°F Cloudy 8:46 AM 5/14/2024

FOR FINAL TRANSCRIPTS... you MUST click “HOLD FOR GRADES”.... We will send your transcript out once the grades/transcript has been finalized at the end of June.



You can also send it to the NCAA clearinghouse.... You will NEED to know your clearinghouse number.....



If you have questions.... Please reach out to the ELHS registrar Bonnie McGraw at bonnie.mcgraw@elps.us .