## **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......

	Please enter the o	submit		
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Support: He	p Center Support: Screen Share	Terms of Use	Privacy Policy	41) 822 AM

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).

recommendations and completed SSR for	ms where the student has agreed the docur	nents will be private and the studen	nt will not view them. If you wish to	
waive your right to review those documer	nts, you may do so below.			
Under the 1974 Family Educational Rights including recommendations. To obtain co	and Privacy Act, an applicant who is admitte nfidential recommendations for the purpose	ed and enrolls has the right to review es of admission and academic couns	w his/her educational files seling only, it is possible to waive	
one's right of access. If you wish to volunt	arily waive your right of access to this docun	nent, select the checkbox below, cor selor	nstituting your electronic signature.	
n you nave questions about ans waiver, p	icase discuss its implications with your court	5001.	0	
recognize the confidential nature of the Sec	condary School Report and other recommen	dations and		
<ul> <li>I waive my right to access</li> </ul>				

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

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	You can now get your credentials! He	ere is what is waiting for you at this or	ganization.
	Order Your Enrollment Verification	Order Your Transcript	You can now get your credentials! Here is what is waiting for you at this organization.
		TRANSCRIPT	
	Order	Order	
	Order Your Enrollment Verification	Order Your Transcript	
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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!!!!

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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 instate schools..... there is a fee for out-of-state schools and a fee for Alumni transcripts....

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	Pennsylvania State Univ - Undergraduate Admissions University Park, PA, US	
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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.

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

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If you have questions.... Please reach out to the ELHS registrar Bonnie McGraw at <a href="mailto:bonnie.mcgraw@elps.us">bonnie.mcgraw@elps.us</a> .