 NEED A ***TRANSCRIPT*?**

***\*PLEASE ALLOW ADEQUATE TIME FOR US TO FULFILL YOUR ORDER (2 WEEKS)***

**12th graders:** Use Parchment <https://www.parchment.com/u/registration/14400/account>

See back for Parchment Instructions

**9th – 11th graders:** Please fill out below and send to Ms. Modetz in the Counseling Office - [lmodetz@troy.k12.mi.us](mailto:lmodetz@troy.k12.mi.us)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First M.I.

Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of Graduation

Do you need an official transcript or un-official? Circle below:

Official Un-Official

Where would you like your transcript sent?

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you need the transcript by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Information Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Send completed form to*** [***lmodetz@troy.k12.mi.us***](mailto:lmodetz@troy.k12.mi.us) ☺

Questions about transcripts? See our website <http://troycounselingdepartment.weebly.com/>

**Transcripts and Parchment**

***What is a transcript?*** A transcript is an educational record that shows all of the classes you have taken for high school credit, your grades, and your GPA.

***What is Parchment?*** [www.parchment.com](http://www.parchment.com) is a website THS uses to send your transcripts to most colleges, programs, NCAA, scholarship corporations, and other destinations. All juniors register for Parchment in the spring before their senior year.

**\*DO NOT ORDER TRANSCRIPTS FOR COLLEGE ADMISSIONS UNTIL MID-SEPTEMBER OF SENIOR YEAR!!!\***

**Directions for using Parchment:**

1. Go to the website at [www.parchment.com](http://www.parchment.com)
2. To set up your account, use the individual code given to you by Ms. Modetz in the Counseling Office.
3. Change your password. If you ever forget your password, click the “forgot your password” button and Parchment will send you an email.
4. Answer all of the questions on Page 1. Then, the website asks students to answer a plethora of questions that you DO NOT have to answer. Do not answer questions about grades, classes taken, extra-curriculars, etc. unless you choose to do so. It is not necessary to answer the questions in order to send transcripts.
5. Order transcripts: You can request that transcripts be sent to you or to a college. If you want a copy for yourself, send one to yourself. If you are applying to a college, send it to the college. Transcripts must be sent officially by the school; students cannot upload transcripts themselves on college applications. (In view, it will show an image of your old transcript; if you request one to yourself, the updated transcript will be displayed.)
6. Save and continue. There is no charge to send high school transcripts. Make sure it says $0.
7. Sign and type your name and check the box; save and continue. In red, it says “your order has been sent to your school for fulfillment. Thanks for using Parchment.”
8. Click “I’m done.” Ms. Modetz will receive your transcript request and will send your transcript in a reasonable time frame, on school days only. Students are responsible for ordering transcripts at least 7 school days before a deadline. Transcripts are only sent during school hours—not on weekends or during school breaks.

**What if I need a paper, PDF, or unofficial transcript?** Use Parchment to request a transcript be sent directly to you. If you need a transcript in a sealed envelope, see Ms. Modetz in the Counseling Office.

**Where can I get college, scholarship, and program information?** The monthly Counseling Update on the THS counseling website, Twitter @TroyHSGuidance, Schoology posts and messages, counseling bulletin boards.

**What about Common App colleges?** Invite your counselor by inputting her/his email in Common App. Counselors upload transcripts to Common App schools.

**What about SAT scores?** SAT scores are separate from transcripts. Use your College Board account at [www.sat.org](http://www.sat.org) to send SAT scores to colleges.