

NORMAL COMMUNITY HIGH SCHOOL

Counseling Department

Requesting a Transcript

All transcripts are sent electronically through either Parchment, Common Application, Coalition, or Send.edu. Fees for these are **free for current students.**

Note: *If you are changing/adding course or took a class over the summer, make sure your transcript is complete and correct before you submit a request through Parchment. Transcripts are sent real-time with a couple days request, so make sure you're sending a complete one!*

To have transcripts sent, simply follow the steps below:

1. Register

- Go to www.parchment.com and enter your school name.
- Initial setup: Create an account for a new learner ("New Learner")
- Follow the registration process by entering the required information. When entering your name, enter your full, proper name as it would appear on your transcript or in school records. If you go by Jim and your name is James, register with James. If you have a hyphenated last name, like Harrison-Rose, use that if it appears that way on your transcript, report card, etc.
- On the page you will have the chance to "Opt In" or "Opt-Out" of the optional services. Be warned that if you do decide to opt in, your name will be sold to colleges, testing companies, and other entities that will solicit you.
- Complete the registration process by agreeing to Parchment's term of service; you will then confirm your registration through an email sent to you by Parchment.
- You will then be sent to your homepage within Parchment and will need to enter your high school by clicking the "Start by adding a school or organization you attended" tab.
- Do a search for Normal Community High School in IL
- The next registration page asks for additional info. Be sure to waive your right under FERPA.
- You're done! Now you can request transcripts through Parchment.

2. Request a transcript

- Go to www.parchment.com and click on the "Sign In" tab in the upper right hand corner to sign in with the email and password you registered with.
- Click on the "Order Your Transcript" button on the left side of the page.
- Search for your institution(s) or the words "Common Application" by name or state, click on the school (or "Common Application") to add it to your list of schools to send transcripts to OR select option to send transcript to your email.
- At this point, you can save and add another school to your request by clicking the "Add another institution" tab and following the same process or "Save & Continue" to finish your request. Once you have complete all of your requests for this session, click "Save & Continue" to finish the process, including acceptance of the user agreement.

TRANSCRIPTS TO THE NCAA, SCHOLARSHIP ORGANIZATIONS, INT'L SCHOOLS, ETC.

- Go to www.parchment.com and click on the "Sign In" tab in the upper right hand corner to sign in using the email and password you submitted when you registered.
- Many national organizations such as NCAA are included in the Academic Destinations available through Parchment so you can simply research for these similar to a college or university.
- If a destination is not available under Academic Destinations, click the tab to send a transcript to "Yourself or Another Individual." With this option, you can send transcripts via email or paper to anyone you wish.
- At this point, you can save and add another request by following the same process, or save and continue to finish your request. Once you have completed all of your requests for this session, click "Save & Continue" to finish the order.
- You will receive an confirmation email acknowledging your order and a follow-up when the transcript has been sent.

*******For questions, please contact Parchment's "Support" or "Contact Us" located on the bottom of each page.*******