

PARCHMENT INSTRUCTIONS

To make it easier for you to request Transcripts, Eastern High School has partnered with Parchment to provide secure online Transcript ordering available 24/7. Creating an account is free and only takes a few steps.

**GO TO: parchment.com/register
Enter your Registration Code**

When setting up your account make sure to use your own email address

Even if you will not be sending Transcripts this year, these are the benefits to creating a Parchment.com account now:

- See your chances of getting into colleges
- See profiles of students who previously applied to colleges you are interested in
- Get discovered by the colleges that are interested in you

If you have any questions, please feel free to contact or visit Parchment support at <http://support.parchment.com>

SUPPLEMENTAL INFORMATION FOR TRANSCRIPTS VIA PARCHMENT

Only fill this out if you have already sent your Transcripts via Parchment and you need us to mail this info:

Student Name: _____ Date: _____ DOB: _____

_____ Recommendation Letter (you must have typed out the information from the pink sheet)

_____ Fee Waiver Letter

_____ Latest 6 week grades

_____ Schedule

**YOU MUST ALSO HAVE 100%
COMPLETION OF YOUR ILP
BEFORE WE WILL SEND OR GIVE
TO YOU!!**

Name and address of college, institution or organization requesting information:

Check One:

_____ I have included a postage stamp for materials to be mailed

_____ I will pick up. I understand that I may not open the sealed materials once I receive them.