

# How to Order your UNOFFICIAL transcript from Parchment.com

## **Unofficial transcripts are FREE to the student.**

1. Create a student account on Parchment.com. That link is found on the BHS webpage, under the counseling tab. IF you have already created an account and cannot remember your password, please use the “forgot password” link found on the log in page. DO NOT create another account as that “breaks” Parchment as no one student can have duplicate accounts. If you are not certain of the email that you used to create an account, please come see Counseling and we can look it up for you.
2. Once your account is created, please follow the below directions to order your Unofficial transcript.

### **Store a copy of your high school transcript in your account for free**

When you add a high school to your account during the [ordering process](#), you have the option to receive a copy of your transcript for free. It goes straight into your Parchment account and is available for you to view at any time. It cannot be used as an official transcript and cannot be sent anywhere.

You must select the option to receive your free transcript when you are going through the process of adding your high school. You will see this when you are going through the [ordering process](#).

**This feature is currently not available for college transcripts.**

#### **To view/delete your stored transcript:**

1. Log in to Parchment.com.
2. Click **Transcripts**.
3. Click **View** or **Delete** in the **My Saved Transcripts** section.

See below image for close-up of this step.

The screenshot shows the Parchment.com interface. At the top, there is a navigation bar with the Parchment logo and links for TRANSCRIPTS, COLLEGE TOOLS, and DISCUSSION. Below this, there are tabs for SEND TRANSCRIPTS and ORDER HISTORY. The main content area is divided into two sections: TRANSCRIPTS SENT and MY SAVED TRANSCRIPTS. In the TRANSCRIPTS SENT section, there is a table with columns for INSTITUTION, DOCUMENT HISTORY, and AVAILABLE ACTIONS. The INSTITUTION column shows 'Bainbridge High School'. The DOCUMENT HISTORY column shows '2 TRANSCRIPTS SENT'. The AVAILABLE ACTIONS column shows 'SEND TRANSCRIPT' and 'ORDER HISTORY' buttons. A yellow box highlights the '2' in the DOCUMENT HISTORY column, and a blue callout box points to the 'SEND TRANSCRIPT' button. Below this, there is a '+ ADD ANOTHER INSTITUTION' link. In the MY SAVED TRANSCRIPTS section, there is a sub-header and a description: 'Save a copy of your transcripts in your Parchment account, so you can access your academic records when you need them'. Below this, there is a table with columns for INSTITUTION, LAST UPDATED, and ACTION. The INSTITUTION column shows 'Bainbridge High School'. The LAST UPDATED column shows 'September 15, 2014 (update now)'. The ACTION column shows a 'VIEW' button. A blue callout box points to the 'VIEW' button.

3. Once you place your request, Parchment will put your order into an automatic “HOLD” status as your request will be sent to the counseling office for approval. The counseling office will check to make sure you have no outstanding fines or books. So make sure you have NO fines! Once the counseling office approves your request, the VIEW button will become hot and you will be able to view and print out your unofficial transcript.

OVER

## **How to update the saved version of your Unofficial transcript for NEW SEMESTER GRADES!**

**To update your stored transcript** (your stored transcript will not update automatically):

1. Log in to **Parchment.com**.
2. Click **Transcripts**.
3. Click **Update now** under the **Last Updated** column in the **My Saved Transcripts** section.
4. Again, once you place your request, Parchment will put your order into an automatic "HOLD" status as your request will be sent to the counseling office for approval. The counseling office will check to make sure you have no outstanding fines or books. So make sure you have NO fines! Once the counseling office approves your request, the VIEW button will become hot and you will be able to view and print out your unofficial transcript.