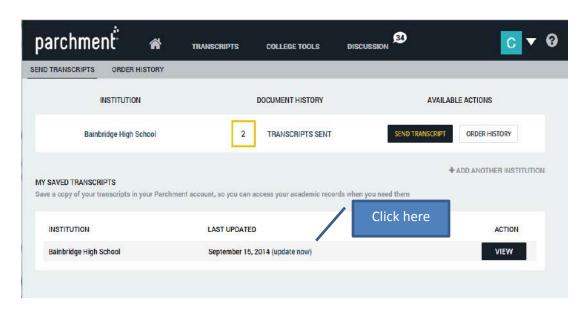
## How to Order your UNOFFICIAL transcript from Parchment.com

## Unofficial transcripts are FREE to the student.

- 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.





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.

## 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.
- 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.