How to Update your Transcript Self View

When you add your high school to your account, you will have the option to request a free copy of your transcript, which can then be stored in your account. This transcript will be available for you to view, print, download and share online. However, it cannot be used as an official transcript.

The transcript stored in your Parchment account will not update automatically when new grades come in. Therefore, you would need to send a request to your school to have them deliver the latest version of your transcript to your Parchment account.

To view, print, download, and update your stored transcript:

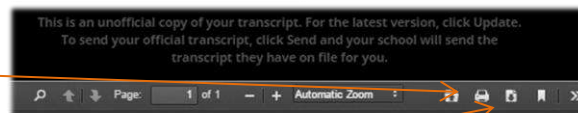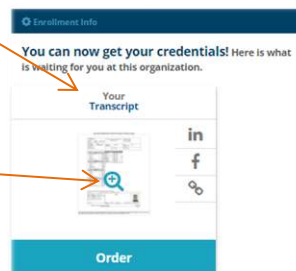Log into Parchment.Com
You will see the available transcripts.

Click the image of the available transcript to view it

Note: If there isn't a transcript Icon and the word "Pending" is in the field - the request is still awaiting approval from the high school.

Click the print icon on the top right to print it.

Click the download icon on the top right to download it.

Click Update at the bottom of the screen to send a request to your school to upload your latest transcript.

For more Parchment questions, don't forget to use the following resources:
- Parchment Student Kit
- Parchment Help / Support Ticket