

1. <https://www.parchment.com/u/registration/21591/account>
Click on New Learner Account



HOW TO ORDER YOUR TRANSCRIPT

- Please allow up to 2 weeks for electronic delivery of your transcript (order well in advance).
- If you need a transcript for a scholarship, or for someone that does not show up on the list, please see your counselor!
- Transcripts are free to send! Order as many as you need.

2. Once you have chosen New Learner Account scroll down and fill out the information then choose Sign Up.

3. Add Northwestern High School to your schools by clicking the blue plus button then searching for Northwestern High School.



4. Make sure you 'waive your right to access' your records. That way we can send your transcript.

5. TO ORDER A TRANSCRIPT—Click on Order Transcript.

You can now get your credentials! Here is what is waiting for you at this organization.

