

How to Create Your Parchment Account

1. Click **New Learner Account**.
2. Click **I have a registration code**.
3. Enter the registration code from the email.
4. Click **Sign Up**.

 **parchment** COLLEGE TOOLS **SIGN UP** **SIGN IN**

Register/Sign In

 **Summit High School**
2855 NW Clearwater Dr, Bend, OR 97703-9469

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Existing User Account
I have an existing learner or third party account with Parchment.

OR

New Learner Account
I am a student or parent in need of a Parchment learner account.

OR

New Third Party Account
I am an administrator or third party ordering on behalf of a student.

A message from Summit High School [+ Expand](#)

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

PARENTS: if your student has a Parchment account, please do not create an additional account. Doing so can delay processing the order.

I do not have a registration code (provided by my school)

2 I have a registration code

Your Registration Code should be a 9 or 25 digit alpha-numeric code that was provided to you from your school administrator or counselor.

Enter Your Registration Code **3**

By signing up you agree to the Parchment terms of use and privacy policy.

[Already have an account?](#)

4 **SIGN UP**

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1. Complete the information and create a password.
2. Select Yes or No to sharing your transcript with colleges and programs.
3. Select **I do not waive my right to access**. The school district has contracted with Parchment to only send transcripts and access is needed to see transcript history.
4. Select the check boxes.
5. Click **Let's go**.

My Parchment Account Information

Register As* Student, current or former creating my own Parchment account [Have a Parchment Registration Code?](#)
 Parent or guardian, creating Parchment account for my minor (under 18) child
College students: [Register at Parchment Exchange](#) to order transcripts

Name* Middle Name
[+](#) I would like to add a maiden name or variation to help match the credential I'm ordering

Email* @student.l 1 Password*

Date of Birth* Apr 2001 Gender*

Current Grade Level* Year entering college (or year entered)

Colleges, scholarship programs, and other institutions are looking for students like you.

Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.

Yes, share the information I provide with those colleges looking to discover me at Parchment. 2
 Yes, allow my transcript from Summit High School to be shared with colleges looking to discover me through my Parchment.com account.
 No, I do not wish to share my information or transcripts with colleges that may be interested in me.

FERPA Privacy Rights - required

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I do waive my right to access.
 I do not waive my right to access. 3

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s). 5
 I have my parents' or legal guardians' permission to create this Parchment account 4
 I agree to the Parchment [terms of use](#) and [service agreement](#)

[Let's go!](#)