

# Order your High School Transcript

Do you know where you will be sending your transcript when your final grades are in?

If the answer is YES, then place your order now. Why wait? It's FREE (until August 1st).

1. Go to <http://www.parchment.com/u/registration/38876669/account> and Sign in to your Parchment account.

If you forgot your password, no problem! Simply click the Forgot Password link to reset it.

If you do not have a Parchment account yet, create a New Learner Account now.



Troy College and Career High School



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 Troy College & Career HS

Welcome to Parchment. Troy College & Career is 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 chose in the format they prefer.

You cannot just view your transcript on Parchment, you must order a transcript. Orders are processed the NEXT BUSINESS DAY.

Email / username

Password

[Forgot your password?](#)

SIGN IN

2. Click Order.



Troy College and Career High School

Enrollment info

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

Order Your Transcript



Order

3. Search for the destination that you want to send your final transcript to. In addition to having your transcript sent to your future college, training program or employer you can also have a copy sent to you. I recommend you do this so you will have a copy of your high school transcript if you need it in the future.

Set Delivery Destination CANCEL X

Your order will be sent from Troy College & Career High School to the individual and/or organization at the destination below.

Please note: Requests are processed the NEXT BUSINESS DAY from your day of order.

Where would you like to send the credential? Search

OR

[I'm sending to myself or another individual](#)

4. Under When do you want this sent? You have two options: select send now or select Hold for Grades. This means the transcript will not be sent until this semester's grades are on it. This is the option you should select if you are a graduating senior.

Item Details CANCEL X

Transcript

For: [Redacted]  
Date of Birth: [Redacted]  
Last 4 SSN: [Redacted]

FROM

Athens High School  
Troy College & Career HS  
Troy, MI  
Oakland University

Delivery Method: **Electronic**

Credential Fee	\$3.75
Subsidized	-\$3.75
Subsidy provided by:	
Item Total	\$0.00

When do you want this sent?

Hold for Grades

5. Give consent and click Continue.

\* Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X \_\_\_\_\_

Type full name as signed above

Michelle Middle Name  Ketterman

\*  I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

\* All items marked with a red asterisk are required to submit this form.

6. Review order summary and click Complete Order.

[← BACK](#) Order Summary [CANCEL ×](#)

**i** Your order has not been placed yet. Please review and complete the order below  
Here's your order summary Michelle [Collapse All](#)

FOR		<b>i</b>	\$0.00	▲
ITEM	Transcript	  	\$3.75	
FROM	Troy College & Career HS		-\$3.75	
TO	Oakland Universitv. Rochester. MI			

[+ Add another item for !\[\]\(bddf11f054151463885447dd5c67e1e3\_img.jpg\)](#)

Total Credential Fees	\$3.75
Total Subsidized	-\$3.75
<b>Order Total</b>	<b>\$0.00</b>

[COMPLETE ORDER](#)