

Parchment Electronic Transcript Exchange

Guide for CURRENT CHS STUDENTS to Order Official Transcripts on Parchment

1. Log in to [Parchment.com](https://www.parchment.com) (*If you have not registered yet, go to the CHS Counseling Office to pick up your assigned registration code)
2. Click **Transcripts**
 - If your school does not appear or you see Transcripts Unavailable , please contact Ms White in the counseling office to request your transcript (whitef@fultonschools.org)
3. Click **Send Transcripts** and go to **Select Your Destination**
4. Click where you would like your transcript to be sent:



Academic Institution (colleges, universities, NCAA)

1. Enter the name of the institution and click **Search**
2. When you see the institution click **Select**
3. Confirm your destination(s) and delivery details
 - For some institutions, you will only be able to send your transcript electronically or my mail. The preferred delivery method was selected by that school and cannot be changed
 - Paper transcripts may have a fee for postage and/or overnight delivery if that option is selected
4. Next to Processing Time, you can select **Send Now** or **Hold for Grades**. You should select Hold for Grades if you want to wait until your next semester grades are in before your transcript is delivered
5. Click **Continue**
 - Review your order and edit or remove the destination information
 - If you want to add more destinations, click **Add Another Item**
 - When you are ready to complete your order, enter your payment details and click **Checkout**
6. You can now track your order

Other Organization, Yourself or Other Individual (Military, Employers, Scholarships)*

*If want to send a paper transcript to a college which only shows the option to send electronically, then you should choose this option

1. Select **Delivery Method**
 - **Electronic Delivery:** Enter recipient's email address and confirm that it is a valid email address. When the transcript is ready, the recipient will receive an email instructing them how to download it.
 - **Paper Transcript:** Enter the EXACR address. You can also select Send via Overnight Delivery (shipped by FedEx/does not deliver on Saturdays or Sundays)
2. Next to Processing Time, you can select **Send Now** or **Hold for Grades**. You should select Hold for Grades if you want to wait until your next semester grades are in before your transcript is delivered
3. Click **Continue**
 - a. Review your order and edit or remove the destination information
 - b. If you want to add more destinations, click **Add Another Item**
 - c. When you are ready to complete your order, enter your payment details and click **Checkout**
4. You can now track your order

What Happens Next...

1. Once you place your order, Parchment will notify CHS to review your order
2. Once approved, CHS uploads your transcript into Parchment's system who then delivers it to its destination.
3. You can track the process on Parchment.com Go to the Track your transcript help topic for details

For additional information for Parchment visit the 'College Planning' tab on www.mycentennialcounseling.com