

STEPS TO ORDER BHS TRANSCRIPTS

1

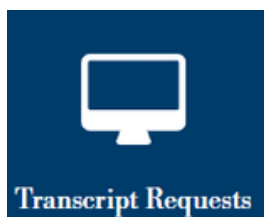
You need a code. Students, look for an email from Parchment sent at the end of September.

Every student received an email from Parchment in their Jordan district email account. This email includes a link and registration code, specific to each student, which allows them to create a new learner account. Students are able to electronically send transcripts to colleges, universities, scholarships, NCAA, etc.

Parents, please *DO NOT* create an account on behalf of your student. Make sure students use their own link and registration code provided in the email from Parchment. This will properly link your student to Bingham High School. *This process also allows your student to order transcripts for FREE until Aug 1st of their graduation year.*

2

Click “Transcript Request” icon to order transcripts.



It is important to add a **PERSONAL** email address and set as your main default email in your Parchment profile screen. This will ensure access to your Parchment account once you have graduated. Your Jordan district email will be deleted in July of your graduation year and you will no longer have access to your parchment account for future requests if this has not been changed.

3

Seniors, as you graduate, remember to order your final transcript in June.

Select option to “***wait until final grades are posted.***” This step will include your graduation date.

GENERAL INFO:



Please plan ahead. Transcripts are processed each day by 10:00 am.

Transcripts ordered after 10:00 am will be processed the following day.

Transcript orders **will not** be processed on weekends, holidays or school breaks.



If you have forgotten your login for your Parchment account you can go to support.parchment.com or call 1-888-662-0874 for help.