

## Transcript Requests - Current Students and Graduate

Applying to Community Colleges, Colleges, and Universities, please use Parchment.com to send official transcripts.

### INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ELECTRONICALLY

Ordering your high school transcript on Parchment.com is fast, easy, and secure. - You may track the entire process on your account from the website. Parchment offers a user **guide** and a **tutorial videos** that explains how to order high school transcripts at: Support.Parchment.com

#### Benefits (University Preferred Method of Receiving Official Transcripts):

- \* **Email verification:** You will receive an email confirmation when your requested official transcript has been approved by MHS and sent electronically to the college or university and a second email from the university when your transcript has been received.
- \* Fully Secure and FERPA-compliant.
- \* Track the Status of your official transcript sent electronically from your account.
- \* Request your transcript anytime from home 24/7.

#### One easy step to get started:

- \* Sign in or Sign-up for your account on www.parchment.com —> **Use personal email only!**
- \* **NOTE**– Select yourself as a Millennium High School Student with your graduation year.
- \* **USE** your LEGAL NAME.
- \* Complete: My Parchment Account Information & Password.
- \* My Opt-In Preferences: (optional)
- \* Select your college/university from the “**Transcripts**” tab.
- \* Next pay your fee of \$4.15 to Parchment.

#### Important

- **SELECT HOLD FOR GRADES FOR LATEST SEMESTER TO BE ON THE RECORD.**



#### Other Parchment Options:

- \* Request a personal unofficial transcript anytime. *No fee.*
- \* Send your transcript directly to a college coach or to many scholarship programs available on parchment.



For questions contact, Mrs. Carvis, Registrar 623-932-7200 ext. 2211  
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