

Transcript Requests - Current Students and Graduates

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
- **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.

★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 the Registrar at 623-932-7200 ext. 2211