

# Transcript Requests - Current Students and Graduates

**Applying to Community Colleges, Colleges, and Universities, please use [Parchment.com](https://www.parchment.com) to send official transcripts.**

## **INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ELECTRONICALLY**

Ordering your high school transcript on [Parchment.com](https://www.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](https://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:**

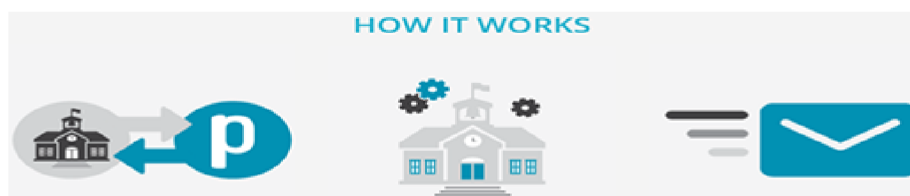
- Sign in or Sign-up for your account on [www.parchment.com](https://www.parchment.com)
- **NOTE**– Select yourself as a Millennium High School Student with your graduation year.
- USE your LEGAL NAME.
- Complete: My Parchment Account Information & Password.
- My Opt-In Preferences: (optional)
- Select 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