

Transcript Requests - Current Students and Graduates

Applying to Colleges, Universities, need for insurance, court or for yourself please use **Parchment.com** to send official and unofficial transcripts.

INSTRUCTIONS FOR ORDERING 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/College 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.

Parchment Options:

- Request a personal unofficial transcript anytime.
- Send your transcript directly to a college/university, NCAA, coach, military or to many scholarship programs available on parchment.

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)
- To send to your college/university select the college/university from the “**Academic Destinations**” tab
- To the NCAA from the “**NCAA**” tab you will need your NCAA ID which was provided to you by the NCAA Eligibility Center,
- To yourself enter your email address from the “**Myself**” tab
- To all other destinations from “**Other Destinations**” such as employer, military address, or a specific individual/department at a college or scholarship program.
- Next pay your fee of \$4.15 to Parchment.

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

