



Setting up Parchment

****Start on HHS homepage****

<http://holtvillehighelmoreal.schoolinsites.com>



Click the following tabs in order
Counseling & Guidance > Parchment

*Ordering high school transcripts is free (10 orders) for currently enrolled students.

*Ordering a high school transcript for former and/or graduated students is \$12.40.

To set up a **New User** Parchment Account:

1. Click “New Learner Account”
2. Select “I do not have a registration code”
3. Enter full legal name, as it is listed in PowerSchool
4. **DO NOT** check box “I am parent/legal guardian”
5. Enter information for “DOB” and “Gender”
6. Enter high school “**Start Year**”, your Freshman year.
7. For “**Last Year Attended**”, enter your expected year of graduation.
8. In “Highest Level of Education” for **seniors**, select **12th Grade**
9. Enter a valid email address. **DO NOT USE YOUR SCHOOL EMAIL!** Choose some other email that you can easily and regularly check, even beyond your years at HHS. Set up a new Parchment password and **write it down!**

**To complete setup for a parchment account, you will need a *verification code* sent to the email address you provided.

*** There is a question about waiving your right to access information. Read through that section before deciding how to answer. Researching this, it is recommended you do waiver your right for the college or agency to receive a truthful and beneficial recommendation. However, this is your decision.

****If you are 17 years of age, you will have to have your parents 'consent' to have your transcript sent to a college/university. They will enter their information and sign in appropriate section.

*******Optional** to complete your profile to send information to colleges/universities.

***** Ordering high school transcripts is **free** for currently enrolled students. Simply select a destination in the search box, then choose “order”. We will send your transcript electronically from here to there. Upon your graduation, you will need to request to have your FINAL transcript sent to a college or university by June 1 of your graduation year if you plan to enroll in the fall. After July of your graduating year, if you request a transcript, there will be a fee to process your request.

*******ONLY SEND** your high school transcript to a college and university **AFTER YOU HAVE** completed and **SUBMITTED YOUR APPLICATION FOR ADMISSION** to that school. If you send your transcript before you apply to the college, the transcript just sits there in emptiness. The college has no one to attach it to. This will eventually prompt multiple emails