

Order your final transcript

Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then place your order now. Your transcript won't be sent until your final grades are on it.

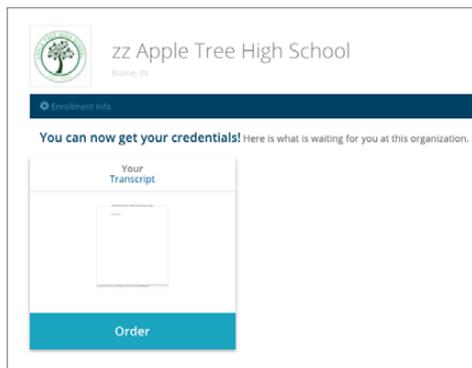
TO ORDER YOUR FINAL TRANSCRIPT:

1. **Sign in** to your Parchment account.
 - If you forgot your password, go to the **Forgot Password** page to reset it.
 - If you don't have a Parchment account yet, **create an account** now.
 - **Change your email address** to one you use regularly because you will receive email updates on the status of your order.



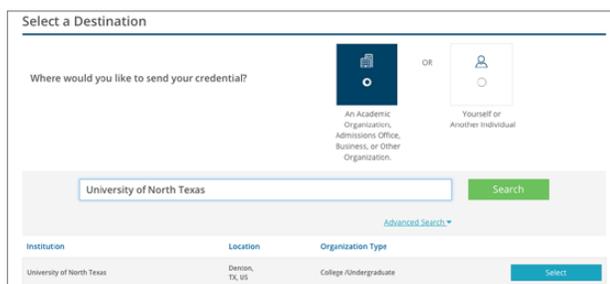
The screenshot shows a sign-in form with two input fields: "Email address or username" and "Password". Below the fields is a green button labeled "SIGN IN".

2. Click **Order**.



The screenshot shows the Parchment interface for "zz Apple Tree High School". It features a "Your Transcript" section with a placeholder box and a blue "Order" button at the bottom.

3. Search for the destination that you want to send your final transcript to. When you find it, click **Select**.



The screenshot shows the "Select a Destination" screen. It asks "Where would you like to send your credential?" and offers two options: "An Academic Organization, Admissions Office, Business, or Other Organization" and "Yourself or Another Individual". A search bar contains "University of North Texas" and a "Search" button is visible. Below the search bar is a table with columns for "Institution", "Location", and "Organization Type".

Institution	Location	Organization Type
University of North Texas	Denton, TX, US	College Undergraduate

4. Under **When do you want this sent?**, select **Hold for Grades**. This means the transcript won't be sent until this semester's grades are on it. Click **Save & Continue**. You'll click **Save & Continue** again after reviewing your order.

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

 FROM zz Apple Tree High School Blaine, IN	 TO Cristin Dee cdtest1@parchment.com	Delete this item
 Transcript Delivery Method Electronic	When do you want this sent? <input type="radio"/> Send Now <input checked="" type="radio"/> Hold for Grades Application Tracking Number (optional) <input type="text"/>	Credential Fee \$0.00 Shipping / Handling \$0.00 <hr/> Item Total \$0.00
+ Add Another Destination		Total Credential Fees \$0.00 Total Shipping / Handling \$0.00 Order Total \$0.00

[Save & Continue](#)

5. Give consent and click **Save & Continue**. If you are asked to make a payment, you will get a payment screen. Once you make the payment (if applicable), you're all set.

Provide Consent

I authorize Parchment to release my academic credentials from zz Apple Tree High School to the destinations I select.

Sign here with mouse or finger:

 [Clear Signature](#)

Type Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

[Save & Continue](#)

A FEW RESOURCES

[Quick Start Guide to ordering transcripts](#)

[Watch the ordering video](#)

[Watch the tracking video](#)