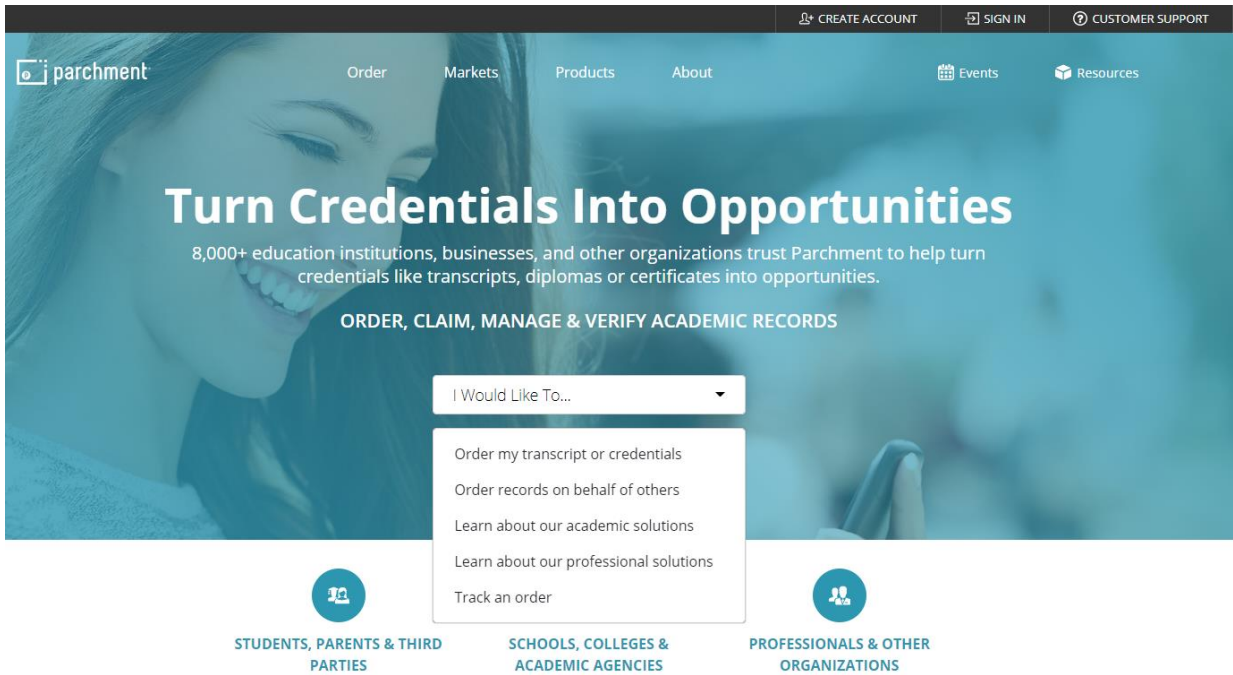
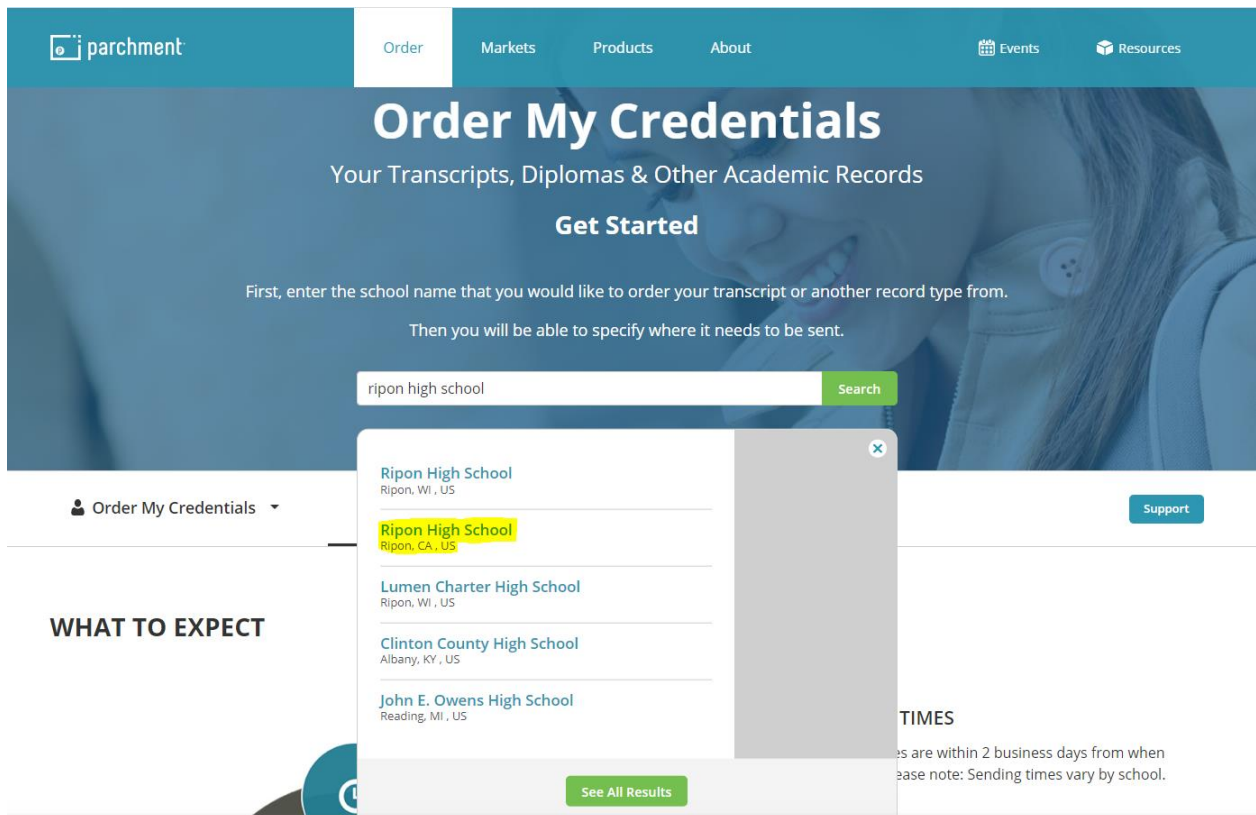


# ORDERING YOUR TRANSCRIPT

1. Visit Parchment.com
2. From the “I Would Like To” drop down, select “Order my transcript or credentials”




3. Type in Ripon High School in the “Order from” table and select “Search”
  - a. Choose Ripon High School in Ripon, CA



# ORDERING YOUR TRANSCRIPT

4. If you haven't already created an account select "New Learner Account", and "I do not have a registration code"



Ripon High School  
301 N Acacia Ave, Ripon, CA 95366-2403

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Existing User Account  
I have an existing learner or third party account with Parchment.

OR

New Learner Account  
I am a student or parent in need of a Parchment learner account.

OR

New Third Party Account  
I am an administrator or third party ordering on behalf of a student.

A message from Ripon High School

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

I do not have a registration code (provided by my school)  
 I have a registration code

5. Fill out your personal information and select "Sign Up". Use your *personal* email (not school email).

First Name	Middle Name	Last Name
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Brown"/>

I would like to add a maiden name or variation to help match the credential I'm ordering

I am a parent / legal guardian

Date of Birth	Gender (Optional)	Start Year	Last Year Attended
<input type="text" value="January"/> <input type="text" value="1"/> <input type="text" value="1936"/>	<input type="text" value="Male"/>	<input type="text" value="1950"/>	<input type="text" value="1954"/>

Highest Level of Education

Email	Password (Must be at least 7 Characters)	Re-type Password
<input type="text" value="jbrown@riponusd.net"/>	<input type="text" value="....."/>	<input type="text" value="....."/>

I am interested in colleges and scholarship programs discovering me through Parchment

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).  
[Already have an account?](#)

**SIGN UP**

6. Enter the verification code that was emailed to you

# ORDERING YOUR TRANSCRIPT

7. Click the + sign



8. In the search tab write “Ripon High School” and Add Ripon High School in Ripon, CA

**parchment** DASHBOARD ORDERS PROFILE

1. Search 2. Enrollment Info

### Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.


Search

[Advanced Search](#)

School/Organization	Location	Type	
Ripon High School	Ripon, WI, US	High School	<span>ADD</span>
Ripon High School	<b>Ripon, CA, US</b>	High School	<span>ADD</span>

9. Fill out the requested information, read the FERPA Privacy Rights, and select “CONSENT AND REQUEST” at the bottom of the page


10. Select “Order”

 **Ripon High School**  
Ripon, CA

[Enrollment Info](#)

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Transcript

Default  Partial icon


Order

# ORDERING YOUR TRANSCRIPT

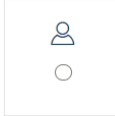
11. Select whether you would like to send your credential (transcript) to *An Academic Organization, Admissions Office, Business, or Other Organization*, or if you would like to send it to *Yourself of Another individual*
- If you are sending to an Academic Organization, etc. then search for the organization in the search tab and select the organization

## Select a destination

Where would you like to send your credential

 An Academic Organization, Admissions Office, Business, or Other Organization.

OR

 Yourself or Another Individual

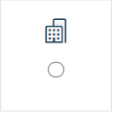
[Advanced Search](#) ▾

Institution	Location	Organization Type	
California State University - Stanislaus	Turlock, CA, US	College /Undergraduate	<input type="button" value="Select"/>
Stanislaus County - BHRS	Modesto, CA, US	College /Undergraduate	<input type="button" value="Select"/>

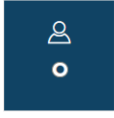
- If you are sending to yourself or another individual then select the delivery method in which you would like it sent, and fill out the remaining information. Select “Save & Continue”

## Select a destination

Where would you like to send your credential

 An Academic Organization, Admissions Office, Business, or Other Organization.

OR

 Yourself or Another Individual

**Enter Order Details:**

Delivery Method

Electronic Delivery (Email)

Printed & Mailed

I am sending this order to myself  
By sending to yourself, a copy of your credential will be added to your Parchment.com account

Destination Name

Attention Name (optional)

Recipient Email

Retype Email

12. Review your Order and Check out