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Update your school's website

STEP 1: PLACE THE 'REQUEST MY TRANSCRIPT' BUTTON ON YOUR SCHOOL'S HOMEPAGE AND REGISTRAR/ COUNSELING HOMEPAGE

We suggest that you place the 'Request My Transcript' button prominently on the homepage of your school's website and student/parent portal. As well, on the Counseling/Registrar page, place a link to the student flyer and registration and ordering videos.



Your school's webmaster or IT specialist should be able to help with adding these links and resources:

- [Click here to open the 'Request my Transcript' button in a browser.](#)
- [Link the 'Request my Transcript' button to this page.](#)
- [Download the HTML code for the 'Request my Transcript' button](#) (downloads to a Word document)

STEP 2: ADD A PAGE TO YOUR WEBSITE USING THE TEMPLATE BELOW

[Download a Word document of the template below.](#)

<YOUR DISTRICT/HIGH SCHOOL/COLLEGE NAME> HAS CHOSEN PARCHMENT FOR ALL TRANSCRIPT REQUESTS

Send your official transcript anywhere in the world with just a few clicks!

Student, parents, and alumni can use Parchment, the leader in eTranscript exchange, to send high school transcripts electronically, securely and confidentially, all with real-time tracking.

To order your transcript, click the big **ORDER YOUR TRANSCRIPT** banner below. The first thing you'll do is create an account, then you'll place your order, and then you can track your order 24/7.



Current students and alumni (as early as <enter date here>)

Visit parchment.com/studentkit to access the Parchment Student Tool Kit containing:

- Video Tutorials
- Frequently Asked Questions
- User Guides
- Support Resources

COLLEGES AND UNIVERSITIES PREFER TO RECEIVE TRANSCRIPTS ELECTRONICALLY THROUGH PARCHMENT!