

How to Order Your Mid-Year Transcript Through Parchment

Do you know where you'll be sending your mid-year transcripts?

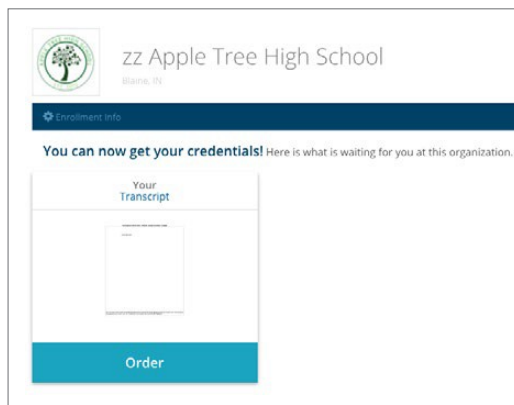
TO ORDER YOUR MID YEAR TRANSCRIPT:

1. [Sign in](#) to your Parchment account.



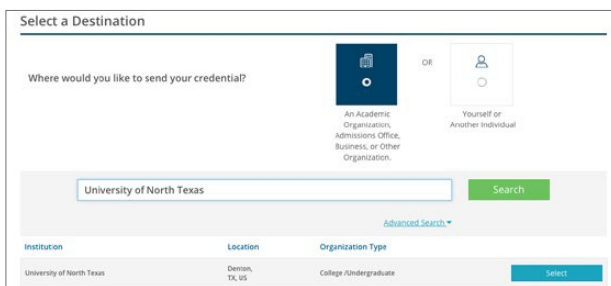
A sign-in form with two input fields: "Email address or username" and "Password". Below the fields is a green button labeled "SIGN IN".

2. Click **Order**.



A screenshot of the Parchment transcript order page for "zz Apple Tree High School". It features a blue header with the school's logo and name. Below the header, there is a section titled "Your Transcript" with a placeholder image and a blue button labeled "Order".

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



A screenshot of the "Select a Destination" form. It asks "Where would you like to send your credential?" and provides two options: "An Academic Organization, Admissions Office, Business, or Other Organization" and "Yourself or Another Individual". Below these options is a search bar with "University of North Texas" entered, a green "Search" button, and a table of results.

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


A blue "Select" button is located at the bottom right of the table.

4. Under -When do you want this sent?, select **SEND NOW**.

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:



FROM
22 Apple Tree High School
Blaine, IN

TO
Cristin Dee
cdtest1@parchment.com


When do you want this sent?

- ☒ Send Now
- ☐ Hold for Grades

Application Tracking Number (optional)

+ Add Another Destination

Delete this item



Transcript
Delivery Method
Electronic

Credential Fee \$0.00
Shipping / Handling \$0.00
Item Total \$0.00

Total Credential Fees \$0.00
Total Shipping / Handling \$0.00
Order Total \$0.00


Save & Continue

5. Give consent and click Save & Continue. On the next screen, click on **COMPLETE ORDER**.

Provide Consent

I authorize Parchment to release my academic credentials from 22 Apple Tree High School to the destinations I select.

Sign here with mouse or finger:



Clear Signature

Type Name:

Jen Jones

☒ 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

[Download the Parchment guide to ordering transcripts](#)

[Watch the ordering video](#)

[Watch the tracking video](#)