

Parchment



Send your transcripts electronically

Step 1: Activating your account

- You will get an email: Hilton Head Island High School and your Parchment Account
- To activate, click “Finish Setting Up Your Parchment Account”

Click the green button below to finish setting up your [Parchment](#) account.

Once you're set up, you can send your credentials anywhere in the world 24/7 - colleges, scholarships, NCAA, the Common App and more! Plus, you can research colleges to help you decide where to apply.

It takes two minutes to place an order and you can track it every step of the way.

Click here!



Finish Setting Up Your Parchment Account

Fill out your “My Parchment Account Information”

- Create a password in the password box
- Edit your Date of Birth
- Add grade level, gender, and year entering college
- Decide whether or not you’d like other colleges to be able to see your transcript - check the box
- FERPA: decide whether or not you waive your rights
 - Benefit to waiving: allows school counselors and teachers to send letters of recommendation and other school reports on your behalf
 - If you do not waive: could signal to colleges you do not trust your recommenders - some teachers will not write recommendations if you do not waive your rights but you can see your letters of recommendation
- Authorize, Agree, & Click “Let’s Go”!

- I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).
- I agree to the Parchment [terms of use](#) and [service agreement](#)

Let's go!

Click here!

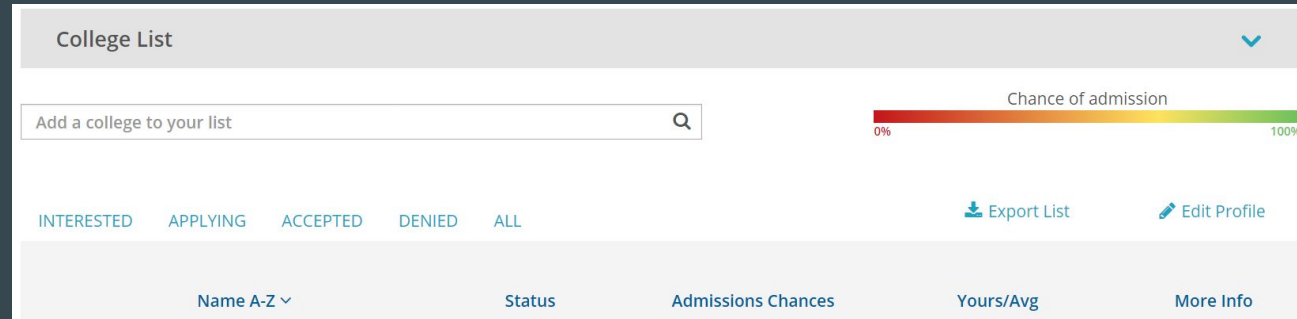
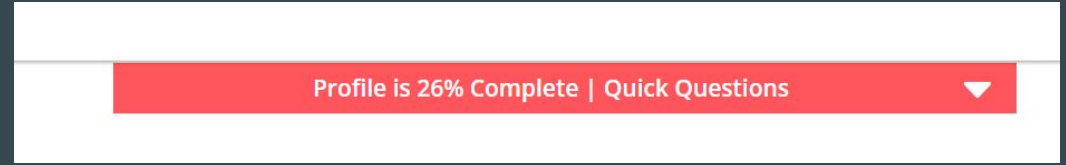
Final Step!

- Enter contact information
- Enter all areas of academic interest/majors
- Enter Unweighted GPA - can be found on transcript (email your counselor if you're not sure of this number)
- Enter SAT/ACT Scores
 - This is for searching purposes only - counselors cannot send ACT & SAT scores
 - This step is not required, but can be updated later
- Finish!

	SC UGP GPA	4.0 GPA
GPA Summary	1.889	1.500
Class Rank	130 out of 138	
Date Calculated	August 26, 2016	
Credit Summary		
Total Credit Attempted: 21.50		
Total Credits Earned: 21.00		

Optional Steps once profile is made


- Complete your profile:
- Edit your profile
- Edit your profile picture
- Add colleges to your list
- College Match



College Matches

Matches are generated from the unique set of colleges on your College list and your academic profile.

What are your chances of getting in?





Add colleges to find out now

Requesting Transcripts

- Once logged into your profile, click order transcript
- Search college or organization by name (Clemson University, NCAA, etc.)
- Choose “Select” - you will be an undergraduate

Where would you like to send your credential

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

 Yourself or Another Individual

[Advanced Search](#) ▾

Institution	Location	Organization Type	
Clemson University - Undergraduate Programs	Clemson, SC, US	College /Undergraduate	<input type="button" value="Select"/>

You can now get your credentials!

Order Your Transcript



Click here!

Order

Click here!

Next steps

- You can now add another destination or save and continue with your college!
- When ready, push continue.
- Sign with mouse, type your name, certify then save!
- The cost is free until you graduate!

FROM
Bluffton High School
Bluffton, SC

TO
College of Charleston
Charleston, SC, 29424-0001

When do you want this sent?
Send Now

Transcript
Delivery Method
Electronic
Switch to Print & Mailed

Add Another Item

+ Add Another Destination

Delete this item

Credential Fee	\$3.50
Shipping / Handling Subsidized	\$0.00
<i>Subsidy provided by:</i>	
Item Total	\$0.00

Sign here with mouse or finger:

X

Type Name:

I certify under penalty of law that I am the individual identified

Save & Continue

Total Credential Fees	\$3.50
Total Shipping / Handling	\$0.00
Total Subsidized Amount	-\$3.50
Order Total	\$0.00

Tips & Tricks

- Do not request a transcript until you have completed and submitted the college application
- Letters of Recommendation
 - Give teachers at least 2 weeks notice
 - When requesting a letter of recommendation, please give your teacher your resume and brag sheet
 - If your college requires them, teachers can send counselors completed letters of recommendation in PDF format to upload and send in Parchment
- As you go through the year, please update Parchment with what you hear back from colleges - accepted, deferred, attending, etc.

Senior Year 101

- Keep track of your scholarships! Start a spreadsheet for yourself with the college name, when you applied, dollar amount awarded, etc. You will be asked for this information at the end of the year
- Keep track of dates and deadlines - the approach fast & are not flexible!!
- Reach out for help!
- Grades & attendance are important!
- Graduation will be here before you know it!

