

## Ordering Transcripts Electronically..... [www.Parchment.com](http://www.Parchment.com)

- Log in to website
- Click on “Sign Up”
- Follow the prompts to set up an account (e-mail address is required)
- When it asks what high school you are looking for – you are looking for West High School in Waukesha
- Once your account is created: Fill out enrollment information (SS# & school ID are optional)
- Enter your Parchment code IF given one previously
- Once your account has been set-up, you may proceed to pick your transcript destination by clicking on the highlighted word **“Deliver”**.
- Please make sure to specify either “Current Transcript” (when initially applying) OR “Next Grading Period” (if you are for example waitlisted and want to send your mid-term transcript)
- Once your account has been set up you will need to just click on “My Transcript”; then “Deliver” to order additional transcripts.
- You will be directed to a screen to pay \$5.00 per transcript request by credit card.
- If you have no credit card, then transcripts can be ordered through the Student Services Office directly – cash or check only for each official transcript request.