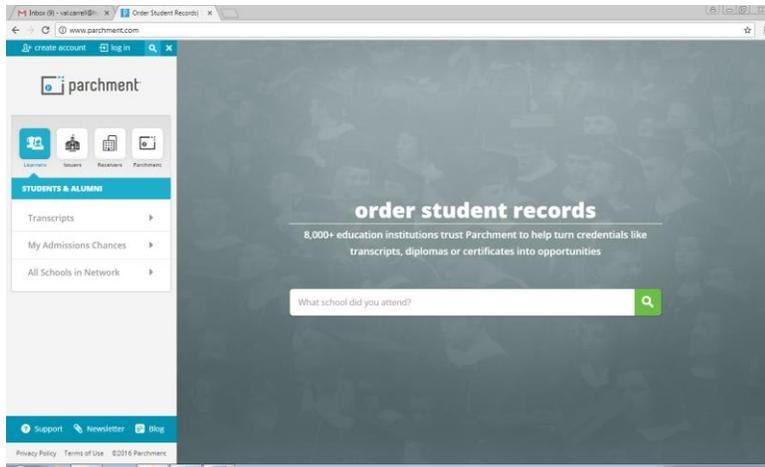
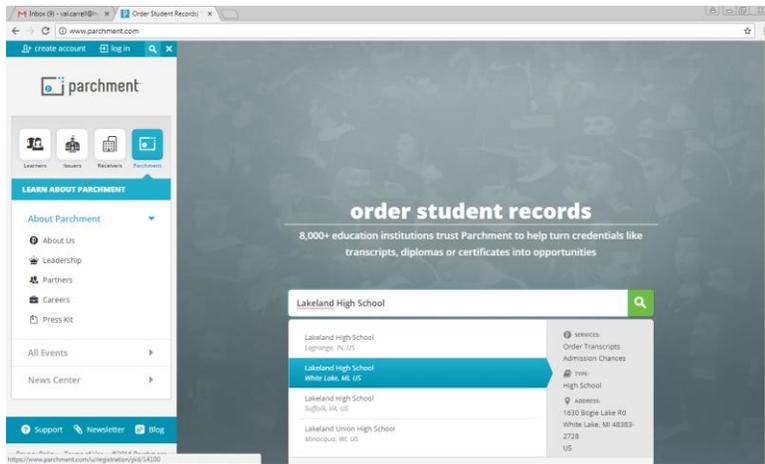


# DIRECTIONS FOR CREATING A PARCHMENT ACCOUNT AND ORDERING TRANSCRIPTS

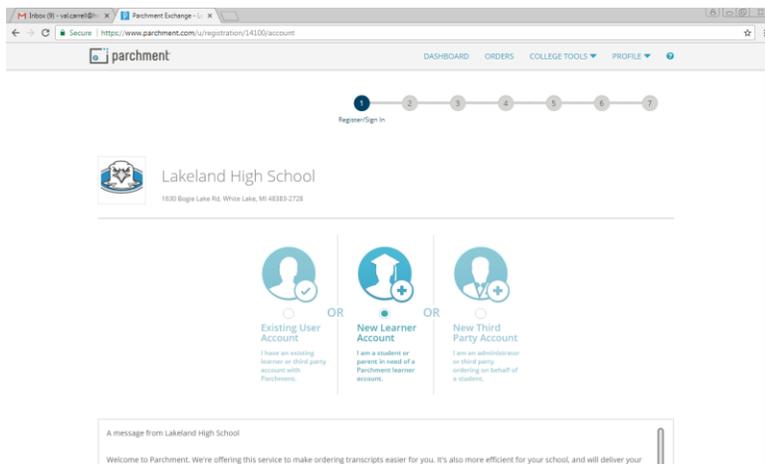
1. Go to [www.parchment.com](http://www.parchment.com)



2. Type in Lakeland High School



3. Choose "New Learner Account"



# DIRECTIONS FOR CREATING A PARCHMENT ACCOUNT AND ORDERING TRANSCRIPTS

## 4. Fill in the information below and sign up

A message from Lakeland 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

First Name  Middle Name  Last Name

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

Highest Level of Education

Email  Password (Must be at least 7 Characters)  Re-type Password

By signing up you agree to the Parchment terms of use and service agreement.  
Already have an account?

**SIGN UP**

A message from Lakeland 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

First Name  Jane Middle Name  Doe Last Name  Smith

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  January  1  2000 Gender (Optional)  Female Start Year  2014 Last Year Attended  2018

Highest Level of Education  12th Grade

Email  vall.outes@lvs.org Password (Must be at least 7 Characters)  \*\*\*\*\* Re-type Password  \*\*\*\*\*

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

By signing up you agree to the Parchment terms of use and service agreement.  
Already have an account?

**SIGN UP**

## 5. Read the information box and choose your privacy settings

1 2 3 4 5 6 7  
Privacy Settings

Lakeland High School  
White Lake, MI

Choose Your Privacy Settings

recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them, if you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's rights of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

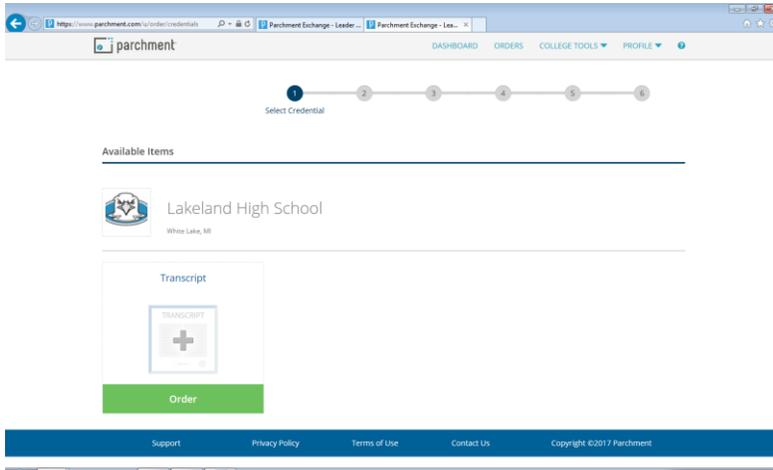
I waive my right to access  
 I do not waive my right to access  
 I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

**SAVE & CONTINUE**

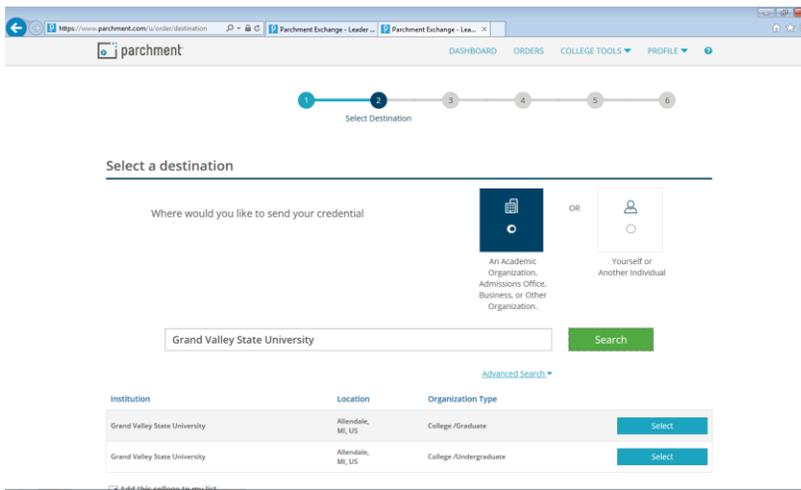
Do you want AutoComplete to remember web form entries? [Learn about AutoComplete](#)  Yes  No

# DIRECTIONS FOR CREATING A PARCHMENT ACCOUNT AND ORDERING TRANSCRIPTS

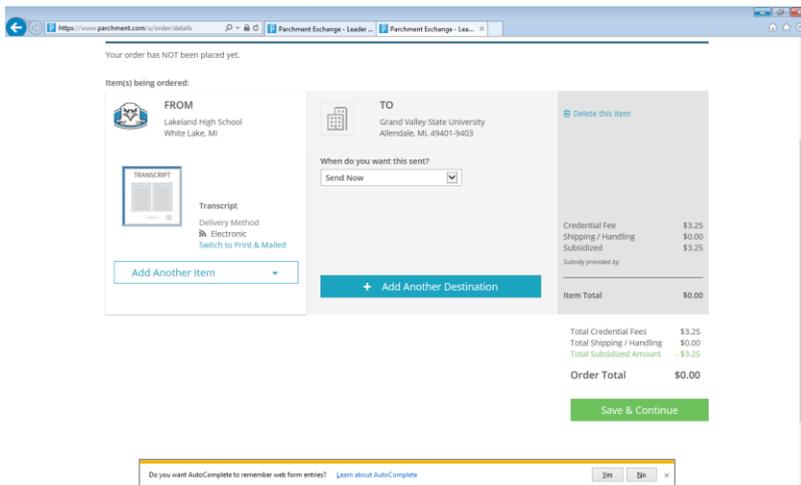
6. Select the Order button to order your transcript



7. Select a destination – you can type in a name and hit search

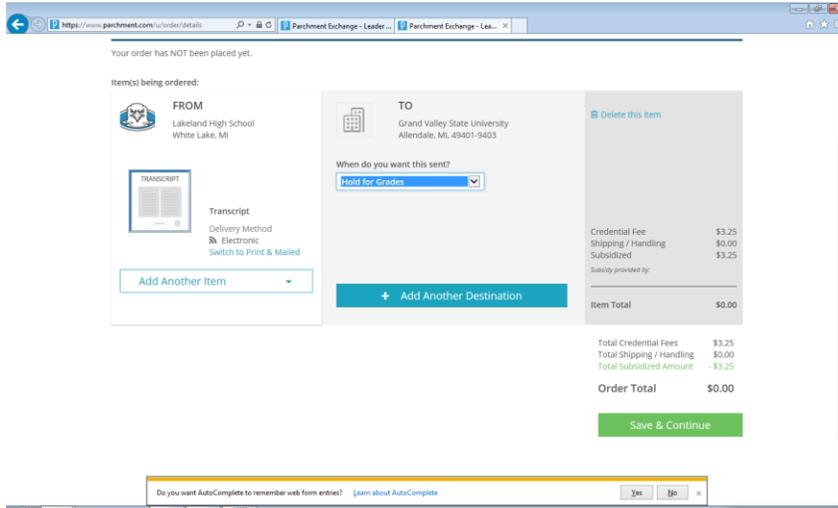


8. Next, select from the drop down arrow "Send Now" or "Hold for Grades"

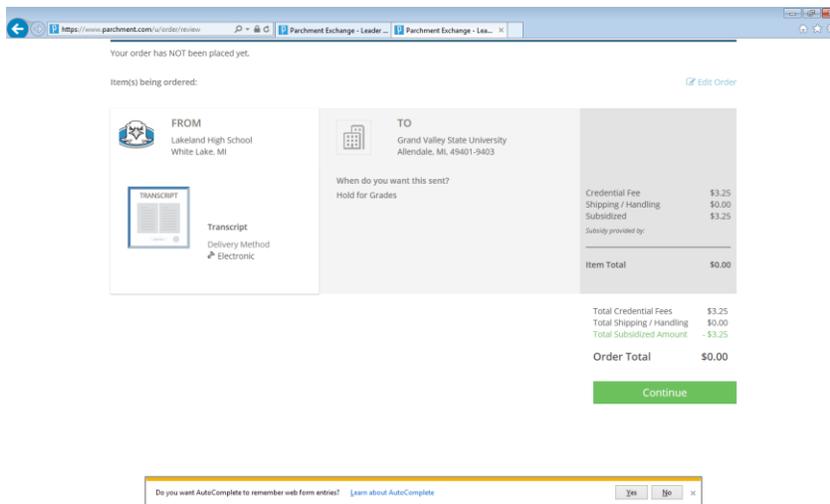


# DIRECTIONS FOR CREATING A PARCHMENT ACCOUNT AND ORDERING TRANSCRIPTS

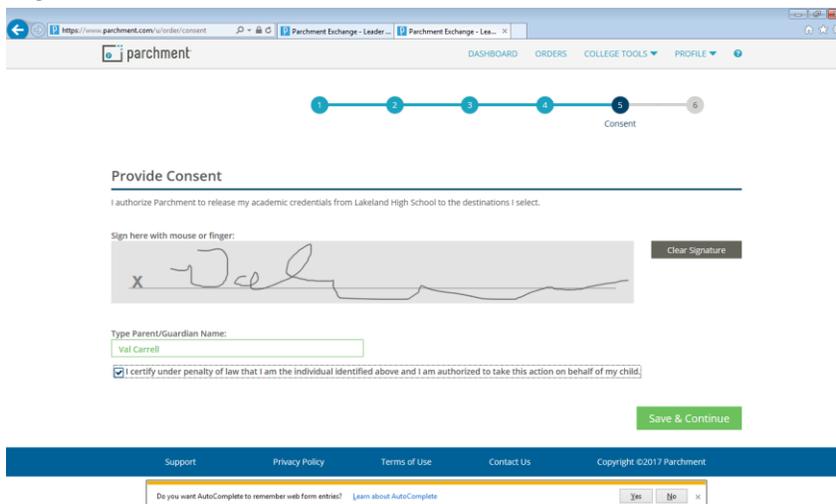
If choosing to “Hold for Grades” these transcripts will be released after 1<sup>st</sup> Semester Grades are posted. You will want to do this again at the end of the school year so Final Transcripts to be sent.



## 9. Confirm your order and Continue



## 10. Sign, Save & Continue



# DIRECTIONS FOR CREATING A PARCHMENT ACCOUNT AND ORDERING TRANSCRIPTS

The screenshot shows a web browser window with the URL <https://www.parchment.com/u/order/confirm>. The page content includes a confirmation message, a success message, a share button, an order total, and two main sections: 'Track your Order' and 'College Discovery'. The 'Track your Order' section has links for 'Go to your Parchment Account', 'Create Another Order', and 'Help Center'. The 'College Discovery' section includes a checkbox for 'Yes, I am interested in colleges and scholarship programs discovering me through Parchment' and a 'Let's Do This!' button.

Your order has been placed. You will also receive an email confirmation for this order.

High Five! You've successfully completed your order, and it's on the way!

Share the News!  
f t

Order Total : \$0.00 [Order Details >](#)

How else may we help?

**Track your Order**  
See the status of your order and find out when it's delivered

- [Go to your Parchment Account](#)
- [Create Another Order](#)
- [Help Center](#)

**College Discovery**  
Discover new colleges and scholarship programs that might be right for you

Please take a moment to share some additional information. It only takes a couple minutes and we'll do the rest. Through our partnership with Chegg opportunities that are well aligned to your academic goals are at your fingertips.

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

[Let's Do This!](#)