

How to  
Request My  
Transcripts



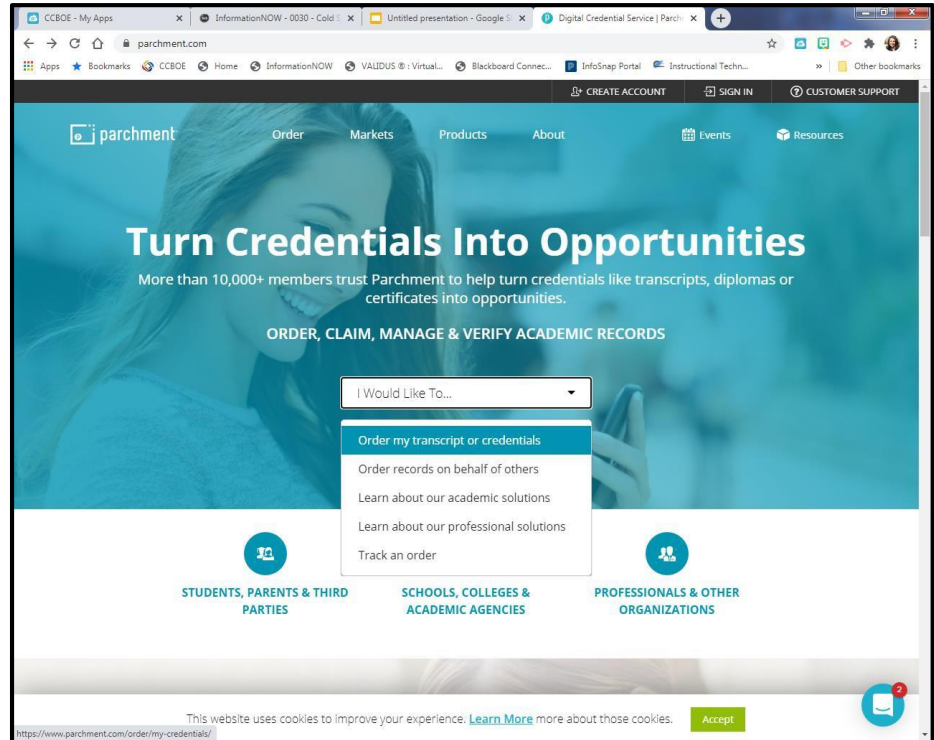
**parchment**<sup>®</sup>

Turn Credentials into Opportunities.

<https://www.parchment.com/>

Go to the above link.

In the dropdown box, click order my transcript or credential.



The screenshot shows the Parchment website interface. At the top, there is a navigation bar with the Parchment logo and links for Order, Markets, Products, About, Events, and Resources. Below this is a large hero section with a background image of a smiling woman. The main heading reads "Turn Credentials Into Opportunities" with a sub-headline: "More than 10,000+ members trust Parchment to help turn credentials like transcripts, diplomas or certificates into opportunities." Below the hero section is a section titled "ORDER, CLAIM, MANAGE & VERIFY ACADEMIC RECORDS". A dropdown menu is open, showing the following options: "I Would Like To...", "Order my transcript or credentials" (highlighted), "Order records on behalf of others", "Learn about our academic solutions", "Learn about our professional solutions", and "Track an order". At the bottom of the page, there are three columns representing different user groups: "STUDENTS, PARENTS & THIRD PARTIES", "SCHOOLS, COLLEGES & ACADEMIC AGENCIES", and "PROFESSIONALS & OTHER ORGANIZATIONS". A footer at the bottom contains a cookie notice: "This website uses cookies to improve your experience. [Learn More](#) more about those cookies." and an "Accept" button. The URL in the browser's address bar is "https://www.parchment.com/order/my-credentials/".

In the order from box, type in Cordova High School and then choose the one listed for Cordova, AL.

The screenshot shows the Parchment website's 'Order My Credentials' page. The browser's address bar displays 'parchment.com/order/my-credentials/'. The page has a dark blue header with the Parchment logo and navigation links for 'Order', 'Markets', 'Products', 'About', 'Events', and 'Resources'. Below the header, the main content area is titled 'Order My Credentials' and 'Your Transcripts, Diplomas & Other Academic Records'. A 'Get Started' section provides instructions: 'First, enter the school name that you would like to order your transcript or another record type from. Then you will be able to specify where it needs to be sent.' Below this text is a search input field labeled 'Order from...' with a green 'Search' button. At the bottom of the page, there is a navigation menu with links for 'Order My Credentials', 'What To Expect', 'How It Works', 'Credential Profile', and a 'Support' button. A 'WHAT TO EXPECT' section is partially visible at the bottom. A cookie consent banner at the very bottom states: 'This website uses cookies to improve your experience. [Learn More](#) more about those cookies.' with an 'Accept' button.

- Choose "New Learner Account"
- Choose "I do not have a registration code."
- Complete the profile information. Use your personal email address *(not your school email)*.
- Click Sign-Up
- A verification code will be sent to your email. Type in the verification code.

Existing User Account OR **New Learner Account** OR New Third Party Account

I have an existing learner or third party account with Parchment. I am a student or parent in need of a Parchment learner account. I am an administrator or third party ordering on behalf of a student.

A message from Cold Springs 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. Be sure to create your account according to what your last name was in high school.

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

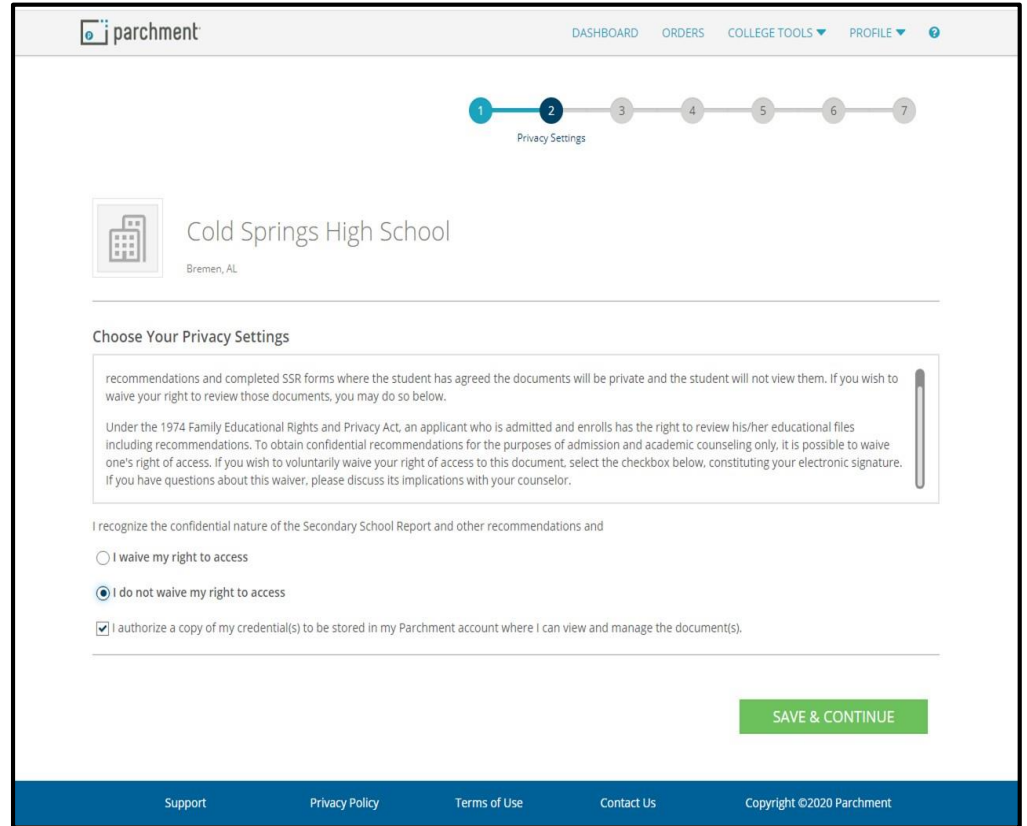
I am a parent / legal guardian

Date of Birth: MM  DD  YYYY  Gender (Optional): Gender  Start Year: YYYY  Last Year Attended: YYYY

Highest Level of Education: None selected

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

- Choose your privacy setting.
- Check the box to authorize a copy of your credentials to be stored in your Parchment account where you can view and manage the document.



The screenshot shows the Parchment user interface. At the top, the Parchment logo is on the left, and navigation links for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE are on the right. A progress bar with seven steps is visible, with step 2, 'Privacy Settings', highlighted. Below the progress bar, the school's name 'Cold Springs High School' and location 'Bremen, AL' are displayed. The main section is titled 'Choose Your Privacy Settings' and contains a scrollable text area with the following text: '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 right 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).

A green 'SAVE & CONTINUE' button is located at the bottom right of the form area. The footer contains links for Support, Privacy Policy, Terms of Use, Contact Us, and Copyright ©2020 Parchment.

You are now ready to order your transcript.

- Under Transcript click order.

The screenshot displays the Parchment user interface. At the top, the Parchment logo is on the left, and navigation links for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE are on the right. A progress bar below the navigation shows six steps, with the first step, 'Select Credential', highlighted in blue. Below the progress bar, the section 'Available Items' is titled. Under this section, the school 'Cold Springs High School' is listed with its location 'Bremen, AL' and a school building icon. Two items are available for ordering: 'Enrollment Verification' and 'Transcript'. The 'Enrollment Verification' item features a large plus sign icon and an 'Order' button. The 'Transcript' item features a document icon with 'TRANSCRIPT' written on it and a plus sign, along with an 'Order' button. The bottom of the page contains a footer with links for Support, Privacy Policy, Terms of Use, Contact Us, and Copyright ©2020 Parchment.

Choose where you would like to send your credential. If you are sending it to a college, you will choose *"An Academic Organization, Admissions Office, Business, or Other Organization."* If you are sending it to yourself, you will choose *"Yourself or Another Individual."*

To send to a college, type in the name of the college/university and search.

The screenshot shows the Parchment website interface. At the top, there is a navigation bar with the Parchment logo and links for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE. Below this is a progress bar with six numbered steps; step 2, 'Select Destination', is currently active. The main content area is titled 'Select a destination' and asks 'Where would you like to send your credential'. Two selection options are shown: 'An Academic Organization, Admissions Office, Business, or Other Organization' (which is selected) and 'Yourself or Another Individual'. Below these options is a search bar containing the text 'University of Alabama' and a green 'Search' button. A link for 'Advanced Search' is also present. At the bottom of the page, a note reads 'Run a search to select a destination'.

Be sure to choose the correct institution with the correct location and organization type.

*If you are a high school senior you will choose the organization labeled "undergraduate".*

University of Alabama

[Advanced Search](#)


Institution	Location	Organization Type	
The University of Alabama	Tuscaloosa, AL, US	College /Undergraduate	Select
University of Alabama at Birmingham	Birmingham, AL, US	College /Graduate	Select
University of Alabama at Birmingham	Birmingham, AL, US	College /Undergraduate	Select
University of Alabama - Huntsville	Huntsville, AL, US	College /Graduate	Select
University of Alabama - Huntsville	Huntsville, AL, US	College /Undergraduate	Select
University of South Alabama	Mobile, AL, US	College /Graduate	Select
University of South Alabama	Mobile, AL, US	College /Undergraduate	Select
University of North Alabama	Florence, AL, US	College /Graduate	Select
University of North Alabama	Florence, AL, US	College /Undergraduate	Select

Add this college to my list

1 2

Not finding your destination?  
You can enter a destination manually by using a street address or an email address.

Enter Your Own





- Review your order details.
- Choose “send now” for the when do you want this sent box.

\*\*\*If you need to send your transcript to multiple schools, you can choose “Add Another Destination.”

\*\*\*While you're in high school, your item total should be \$0.00. Once you graduate, you will be charged for every transcript request.




- Choose Save & Continue.

Order Details

### Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p><b>FROM</b> Cold Springs High School Bremen, AL</p> </div> <div style="text-align: center;">  <p><b>TO</b> The University of Alabama Tuscaloosa, AL, 35487-0001</p> </div> <div style="text-align: right; font-size: 0.8em;"> <a href="#">Delete this item</a> </div> </div> <div style="margin-top: 10px;"> <p>When do you want this sent?</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Send Now</span> <span style="font-size: 0.8em;">▼</span> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;"> <p><b>Transcript</b></p> <p>Delivery Method</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Electronic</li> <li><input type="checkbox"/> Switch to Print &amp; Mailed</li> </ul> </div> </div> </div> <div style="margin-top: 10px; text-align: center;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Add Another Item ▼</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <div style="background-color: #00a651; color: white; padding: 5px; display: inline-block; border-radius: 5px;">+ Add Another Destination</div> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;">Credential Fee</td> <td style="text-align: right; font-size: 0.8em;">\$3.75</td> </tr> <tr> <td style="font-size: 0.8em;">Shipping / Handling</td> <td style="text-align: right; font-size: 0.8em;">\$0.00</td> </tr> <tr> <td style="font-size: 0.8em;">Subsidized</td> <td style="text-align: right; font-size: 0.8em;">\$3.75</td> </tr> <tr> <td colspan="2" style="font-size: 0.7em; padding-top: 5px;">Subsidy provided by: Cullman County School District (AL) 05172 Subsidy Group</td> </tr> <tr> <td style="border-top: 1px solid #ccc; font-weight: bold; font-size: 0.8em;">Item Total</td> <td style="text-align: right; border-top: 1px solid #ccc; font-weight: bold; font-size: 0.8em;">\$0.00</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="font-size: 0.8em;">Total Credential Fees</td> <td style="text-align: right; font-size: 0.8em;">\$3.75</td> </tr> <tr> <td style="font-size: 0.8em;">Total Shipping / Handling</td> <td style="text-align: right; font-size: 0.8em;">\$0.00</td> </tr> <tr> <td style="font-size: 0.8em;">Total Subsidized Amount</td> <td style="text-align: right; font-size: 0.8em;">-\$3.75</td> </tr> <tr> <td style="font-weight: bold; font-size: 0.8em;">Order Total</td> <td style="text-align: right; font-weight: bold; font-size: 0.8em;">\$0.00</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #00a651; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Save &amp; Continue</div> </div>	Credential Fee	\$3.75	Shipping / Handling	\$0.00	Subsidized	\$3.75	Subsidy provided by: Cullman County School District (AL) 05172 Subsidy Group		Item Total	\$0.00	Total Credential Fees	\$3.75	Total Shipping / Handling	\$0.00	Total Subsidized Amount	-\$3.75	Order Total	\$0.00
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- Review your order again.




- Click "Continue".

1 2 3 4 Review 5 6

### Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered: [Edit Order](#)

 <b>FROM</b> Cold Springs High School Bremen, AL	 <b>TO</b> The University of Alabama Tuscaloosa, AL, 35487-0001	
 <b>Transcript</b> Delivery Method Electronic	When do you want this sent? Send Now	Credential Fee \$3.75 Shipping / Handling \$0.00 Subsidized \$3.75 <small>Subsidy provided by: Cullman County School District (AL) 05172 Subsidy Group</small>
		<b>Item Total</b> \$0.00

Total Credential Fees	\$3.75
Total Shipping / Handling	\$0.00
Total Subsidized Amount	-\$3.75
<b>Order Total</b>	<b>\$0.00</b>

[Continue](#)

- Provide Consent.
- Using your mouse or finger, sign your name.
- Type your parent/guardians name.
- Click Save & Continue

1 2 3 4 5 6  
Consent

### Provide Consent

I authorize Parchment to release my academic credentials from Cold Springs High School to the destinations I select.

Sign here with mouse or finger:

X John Doe

Clear Signature

Type Parent/Guardian Name:  
jim Doe

I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.



Save & Continue

Support Privacy Policy Terms of Use Contact Us Copyright ©2020 Parchment

Click "I'm Done".

Your request has been sent.

Your order has been sent to your school for fulfillment. Thanks for using Parchment!

Share the News!  

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!](#)

[I'm Done](#)

*Note: A purple callout box above the College Discovery section reads: "For high school students only. You're invited!"*