

## Ordering Your Transcript

In order to access your previous grades please complete the 10-minute process.

How to create a Parchment account, order your transcript and track your order.

- a. Use a personal email account. You will lose access to your school account on July 1 of the year you graduate.
- b. The counseling department will approve and submit orders every morning

<https://www.youtube.com/watch?v=d05Go-PPGV0>