

# Order your final transcript now

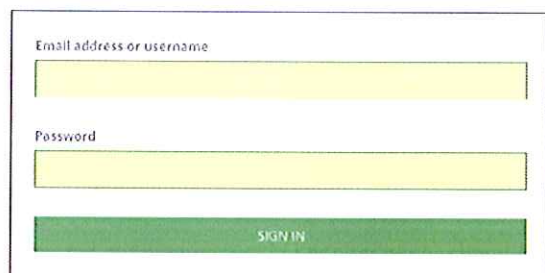
Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then place your order now. Your transcript won't be sent until your final grades are on it. Why wait?

## TO ORDER YOUR FINAL TRANSCRIPT:

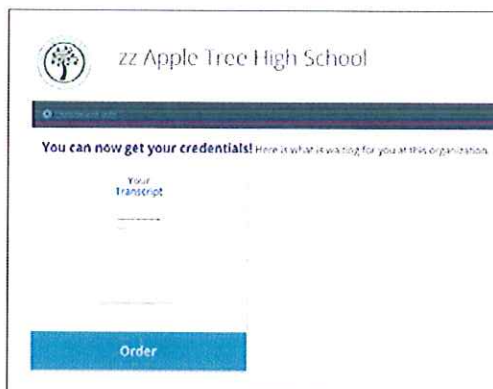
1. [Sign in](#) to your Parchment account.

- If you forgot your password, no problem! Simply click the [Forgot Password](#) link to reset it.
- If you don't have a Parchment account yet, [create an account](#) now.



A screenshot of the Parchment sign-in form. It features two input fields: "Email address or username" and "Password", both highlighted in yellow. Below the fields is a green "SIGN IN" button.

2. Click [Order](#).



A screenshot of the Parchment interface for Apple Tree High School. The page header includes the school's logo and name. Below the header, there is a message: "You can now get your credentials! Here is what is waiting for you at this organization." Underneath, a box labeled "Your Transcript" contains a dashed line representing the transcript. At the bottom of the page is a blue "Order" button.

3. Search for the destination that you want to send your final transcript to. When you find it, click [Select](#).





A screenshot of the Parchment "Select a Destination" search page. The page asks "Where would you like to send your credential?" and provides two options: "Institution" and "Location". Below these options is a search bar containing "University of North Texas" and a green "Search" button. At the bottom, there is a table with columns for "Institution", "Location", and "Organization Type". The table shows "University of North Texas" in the Institution column, "Denton, TX, US" in the Location column, and "College/Undergraduate" in the Organization Type column. A blue "Select" button is visible at the bottom right of the table.

4. Under **When do you want this sent?**, select **Hold for Grades**. This means the transcript won't be sent until this semester's grades are on it. Click **Save & Continue**. You'll click **Save & Continue** again after reviewing your order.


**Order Details**

Your order has NOT been placed yet

Item(s) being ordered:

	<b>FROM</b> 22 Apple Tree High School Blaine, VA		<b>TO</b> K. Jones kjones1@parchment.com	<a href="#">Delete this item</a>
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	<b>Transcript</b> Delivery Method Electronic	<b>When do you want this sent?</b> <input checked="" type="checkbox"/> Send Now <input type="checkbox"/> Hold for Grades Application Tracking Number (optional)	<input type="text"/>
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[+ Add Another Destination](#)

Credential Fee	\$0.00
Shipping / Handling	\$0.00
<b>Item Total</b>	<b>\$0.00</b>
Total Credential Fees	\$0.00
Total Shipping / Handling	\$0.00
<b>Order Total</b>	<b>\$0.00</b>

[Save & Continue](#)


5. Give consent and click **Save & Continue**. On the next screen, you'll enter payment information and you're done!

**Provide Consent**

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I authorize Parchment to release my academic credentials from 22 Apple Tree High School to the destinations I select.

Sign here with mouse or finger:



[Clear Signature](#)

Type Name:

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

[Save & Continue](#)

**A FEW RESOURCES**

- [Download the Parchment guide to ordering transcripts](#)
- [Watch the ordering video](#)
- [Watch the tracking video](#)