



GUIDE FOR ORDERING FINAL TRANSCRIPTS FOR SENIORS



ALL final transcripts regardless if you applied through the Common Application, Coalition Application, or used a school-specific application will be sent via **Parchment ONLY**.

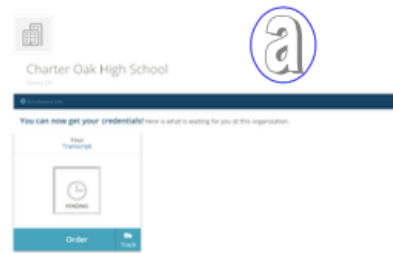


1

Login to <https://www.parchment.com/log-in/>

Click on "Learner" and login

****Note: you will need to change your email to your personal email AFTER you place your FINAL TRANSCRIPT order ****



2

Request your transcript

a. From your account click the ORDER button

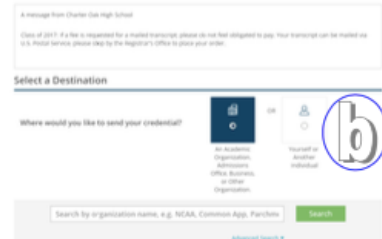
b. Select a destination

c. You will see 2 options: "Send Now" or "Hold for Grades"

PLEASE CHOOSE "HOLD FOR GRADES"

⇒ **Hold for Grades to have transcript sent after final exams and graduation**

d. Provide consent



3

Track your transcript

- Log into your parchment account
- Click **Orders** in the navigation bar to check



Please stop by, email, or call the Registrar's Office if you have any questions.

Linda Sinard, Registrar
linda.sinard@d214.org
(847) 718-7128

Note: Seniors will be considered alumni starting from August 1 and thus will be charged \$10 per transcript request.

Alumni can access their Parchment account by going to <https://whs.d214.org/> then Quicklist → Parchment