

**🍏 How do I send my high school transcript to a College/University?**

Start by going to [www.parchment.com](http://www.parchment.com) and click **SIGN-UP NOW**. Complete the demographic information and your account will be generated.

If you are applying to a college/university that requires you to use the Common Application or SENEDU then you will NOT need to request a transcript through parchment for those particular institutions. The guidance department will upload your transcript using the Common Application and SENEDU's process.

**🍏 Does the college/university I am applying to accept Parchment transcripts?**

Yes, to be sure, you may use click on the College Tools drop down menu and select the College Search option. Here you will be able to search any college/university that accepts Parchment transcripts.

**🍏 How do I select the college/university I want my high school transcript to be sent to?**

Click on the Orders option in the top tool bar. Here you will add your high school by clicking the plus sign in the middle of the screen. Next, search for Batesville High School then click ADD next to your correct high school.

Next, Verify your information on the screen and review the FERPA privacy right act. Then click consent and request.

Finally, search for the college/university you want to send your high school transcript.

Essentially, you are placing an "order" to be submitted for your transcript. There is no cost to send your high school transcript while you are a student in high school.

**🍏 Who do I ask if I have an issue with [www.parchment.com](http://www.parchment.com)?**

Mrs. Burck, Mrs. Stephens or Mrs. Wallpe in the guidance department.

