

How do I send my
transcripts?

Parchment.com

- Every student creates an account
- Enter name (as it appears on Cape records), date of birth and graduation year
- Order Transcript
- Free Service until graduation - post-secondary access

College App Services

- Invite Counselor (email)
 - Common App
 - SendEDU
 - Coalition
 - CollegeNet

Parchment.com

(Used to request your CHHS transcript be sent to colleges)

1. Create Your Account - Go to www.parchment.com - Click on **create account** in the top left-hand corner of the screen.

2. Fill in your personal information.

Yes or No? Do you want more college info. coming to your email account?

Do you have your parent/guardian permission to create this account? Check box if you do.

Click: SIGN UP

3. Confirm Your Email - Go to your email and enter the Confirmation Code or click on the link in the email to advance to the next screen.

4. Add Your Current High School - Start by clicking on the PLUS symbol to add Cape Henlopen High School to the schools you have attended.

5. Find Cape Henlopen High School - Click **Add** when you find it.

6. Add Enrollment Information - Complete this page. Click on **Consent and Request**.

-you will need to waive your rights if you want another college to receive the transcripts ("I Accept").

-check the box to authorize that Parchment can hold your transcript in your account.

7. Order Transcripts - Remember when ordering transcripts:

- You may place multiple orders, one for each school you are need your transcripts sent to.
- You may indicate if you want to have your transcript sent immediately or held until after the next grading period and new grades have been added.

Click on **Order** and select the option to send your transcript to a school. Enter the name of the school you want to send your transcript to in the **Search** box. When you find the right school, click **Select**.

8. Order Details - Confirm you have the correct school and be sure to note if you want order sent now or hold until after the next grades have been uploaded.

All orders will show on the right side of the screen. You may add another order or **Save and Continue**. (There are no charges to current CHHS students.)

9. Provide Consent - Next you (or your parent or legal guardian if you are a minor) must sign the screen to release your transcripts from your school.

Use the mouse to sign at the X. Type the name in the box below.

Videos to help

- [How to create a parchment account](#)
- [How to order transcripts on Parchment](#)