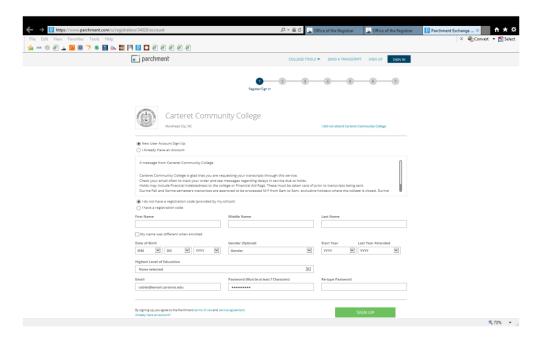
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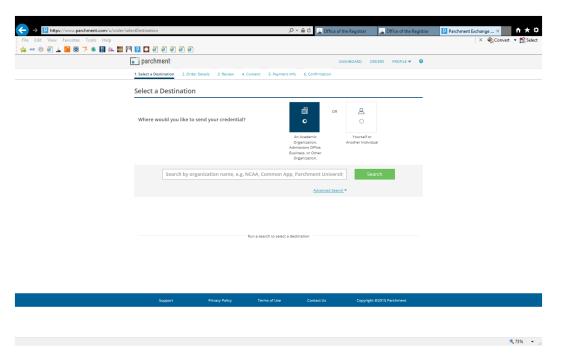
Ordering Official Curriculum Transcripts

Once you have selected the link to "Log in to Parchment" from our website :

1. The following form will allow you to put in identifying information. Complete all information and select SIGN UP.



2. Indicate where to send the transcript and "Save and Continue".

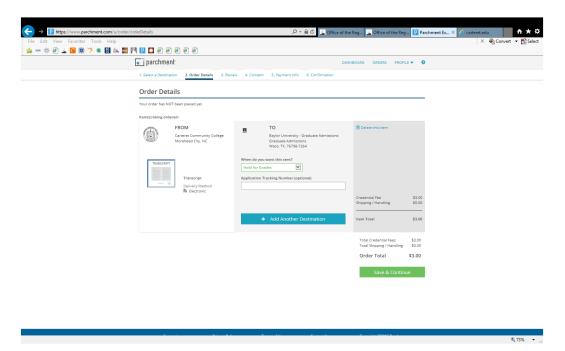


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- 3. Complete the order details indicating
 - a. when to send the transcript and
 - b. an application tracking number if available;
 - c. then "Save and Update".

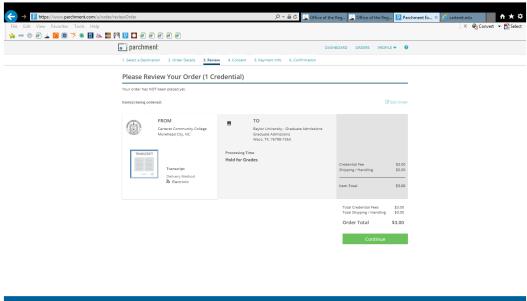
NOTE: From here you can select to Add Another Destination if needed.

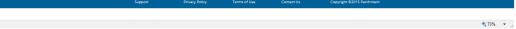


4. Review your order, make any changes and Continue.

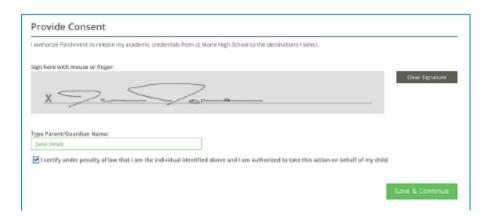
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- 5. Provide consent
 - a. Sign with your mouse
 - b. Type your name
 - c. Check the box
 - d. "Save and Continue"



6. Enter payment information and "Checkout".

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