



How to access the Parchment Transcript system

1. Go to the Camas School District homepage
2. In the bottom right hand corner there is a blue box labeled "How Do I"
3. Click on "Get my transcripts"
4. Create a Parchment account
5. Please follow the direction on the next page to request your final transcript after graduation.
6. If you have any questions please contact brandy.reed@camas.wednet.edu

*Please order your final transcript by Order your final transcript now **June 26th**

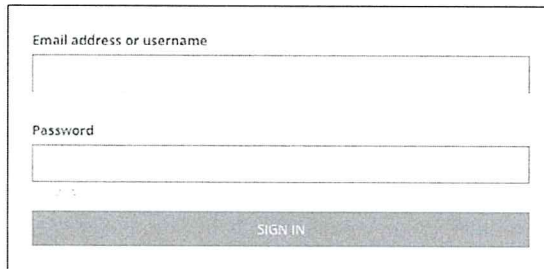
Do you know where you'll be sending your transcript when your final grades are in?

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:

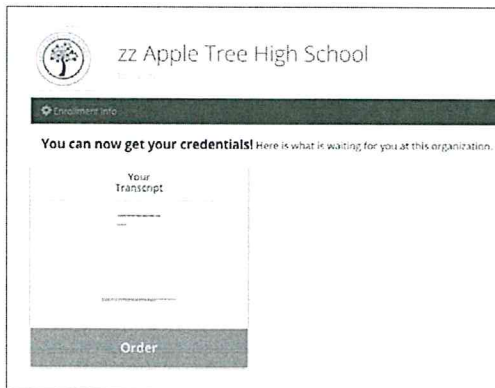
1. Sign in to your Parchment account.

- 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.



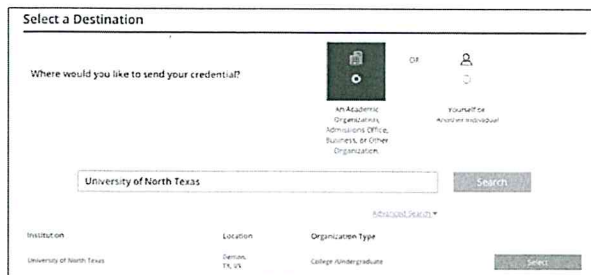
The screenshot shows a sign-in form with two input fields: "Email address or username" and "Password". Below the fields is a grey button labeled "SIGN IN".

2. Click Order.



The screenshot shows the "Your Transcript" page for "zz Apple Tree High School". It features a header with the school logo and name, a sub-header "Enrollment info", and a main heading "You can now get your credentials! Here is what is waiting for you at this organization." Below this is a large box labeled "Your Transcript" and a grey button labeled "Order" at the bottom.

3. Search for the destination that you want to send your final transcript to. When you find it, click **Select**.



The screenshot shows the "Select a Destination" search page. It asks "Where would you like to send your credential?" and offers two options: "Academic Organization, Admissions Office, Business, or Other Organization" and "Youself or Another Individual". A search bar contains "University of North Texas" and a "Search" button. Below the search bar is a table with columns for "Institution", "Location", and "Organization Type". The table shows "University of North Texas" in the Institution column, "Dallas, TX, US" in the Location column, and "College Undergraduate" in the Organization Type column. A "Select" button is at the bottom right.

VERY IMPORTANT!

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:

FROM
zz Apple Tree High School
Blaine, IN

TO
Cristin Dee
cdtest1@parchment.com

When do you want this sent?
 Send Now
 Hold for Grades
Application Tracking Number (optional)

Transcript
Delivery Method
Electronic

+ Add Another Destination

Credential Fee \$0.00
Shipping / Handling \$0.00
Item Total \$0.00

Total Credential Fees \$0.00
Total Shipping / Handling \$0.00
Order Total \$0.00

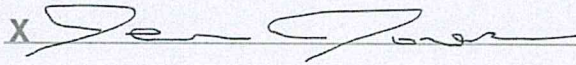
Save & Continue

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

Provide Consent

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

Sign here with mouse or finger:

X 

Clear Signature

Type Name:
Jen Jones

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