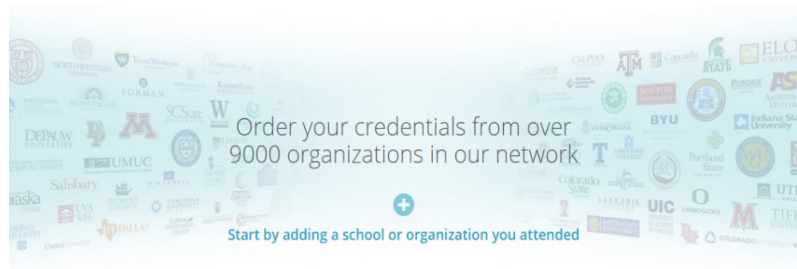


How to request your Transcript

- 1 Go to www.parchment.com Use Google Chrome or Firefox.
- 2 Click on **Create Account** in the ribbon at the top right side of the page.
- 3 Click on **Learner**, then scroll to the bottom of the page and click **Sign Up**.
- 4 Enter your **email address**. Parchment will send you a **Confirmation Code** to your email.
- 5 Fill out the **Enrollment Information**:
 - Name, Address, and Date of Birth.
 - Highest level of education - Click 12th Grade.
 - Year beginning college: 2023 -You **DO** or do not waive your FERPA privacy rights.
 - Add interests (examples: volunteering/medical field/law enforcement/interior design, etc.)
 - Add colleges you are interested in
 - Add test scores (if available)

6 **To place an order for a transcript:** Click on the "+" button to add Central High School.

When you complete a college or job application, you then come to Parchment to request your transcript to be sent to that college or employer.



- 7 Type in "Evansville" and click **Search**. Click on Central High School.
- 8 Add college(s) you want your transcript sent to. (For **Ivy Tech Evansville**, choose the Indianapolis address option)
- 9 Parchment will send you a verification email each time they process a transcript for you.

10 Go into your **Profile** to add a **Secondary email**. **Use your personal email here**. This will ensure that you are able to have access to your account after you graduate.
****Note:** *When you graduate, your EVSC email will be disabled.*

Final in May Request your **Final Transcript** (this has your **8th semester grades and graduate status** that your college must have in order to complete your enrollment). When ordering, click **HOLD FOR GRADES**.

Do this the week of graduation in May.

****If your college does not receive this Final Transcript, they will put a hold on your schedule.**

On August 1 of your graduation year, Parchment considers you Alumni and will then charge a fee for each transcript you request (prior to that, all transcript requests are **free** of charge).