

ELECTRONIC TRANSCRIPT INSTRUCTIONS

Students, it is important for YOU to set up this account rather than your parent(s). It will save you time and trouble later on!

Your registration code came to your school **email**. Open your email by going to:

- Go to www.scott.kyschools.us
- Click on the **student links** button located on the home page.
- Under direct links click on **Email Access – STUDENTS**
- Username is normally: first.last@stu.scott.kyschools.us - If your user name does not work, see Mrs. Holzhouse in room 171.
- Password: the same password you use to log into the computers at school.

Find the Parchment ETranscript email from Julie Holzhouse, open it and click on **Finish Setting Up Your Parchment Account** then follow the steps below.

- All fields with an * (asterisk) are mandatory. Make sure to select your gender.
- Your password must be at least 8 characters long and contain both letters and numbers.
- Under **colleges, scholarship programs, and other institutions are looking for students like you**, click **Yes** if you'd like to share your information with colleges, or click **No** if you'd rather not.
- Under **FERPA Privacy Rights** you must choose whether to waive your rights or not.
- All 3 boxes must be checked as shown below.

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).


I have my parents' or legal guardians' permission to create this Parchment account

I agree to the Parchment terms of use and service agreement

Let's go!

- Click **Let's Go!**
 - If you chose to share your information with colleges, you will have one more step where you will enter your contact and academic information.

Order a Transcript

- Go to www.parchment.com/order/
- Click **login**. (log in as Learners - Students or Alumni)
- Under **Your Transcript** click **Order** - instructions continue on the back of this page 

1. Select a Destination
 - Click where you would like to send your credential and select a college of interest as a destination.
2. Order Details
 - Select when you want it sent and add another destination if necessary.
 - Click **Save and Continue**.
3. Review
 - Look over your order to make sure all information is correct
 - Click **Continue**.
4. Consent
 - Sign your name with your mouse or finger on the line and type in your parent or guardian's name in the box.
 - Check the **"I certify box"**
 - Then click **Save and Continue**.
5. Confirmation
 - Look over all the information then click **Done** at the bottom of the screen.

Here is what happens next

Your school will receive your transcript request. They will need to approve the request and upload your transcript (if it is available electronically), and then we will deliver your transcript to your destination (or your school will prepare it themselves if it is not available electronically). You can track your order online.