

Electronic Transcript Instructions

Go to [Parchment.com](https:// Parchment.com)

To register for an account select “Create Account”.

- Click on “Learners or Parents”.
- Complete the required information using a personal email you can access.
- A verification code will be sent to your personal email. You may enter this code or simply click on the verify email link.
- If you select “verify your email address” you will be asked to log-in to your account with the log-in information you recently created. If you enter the code, you will automatically be logged in.
- Begin setting up your information by adding Scott County High School as the school you attended. Once you have searched the name, you will need to click the blue “ADD” button.
- You must select “Currently Enrolled” as your enrollment status or you will be charged for the transcript service.
- Enter all required information. All fields with an * (asterisk) are mandatory.
- You are now ready to order your transcript. Simply click on the green “Order” button and select Academic Organizations, Businesses, or even an individual view.
- Transcripts are free to order up to a year after you graduate from Scott County High School.

Here is what happens next

Scott County High School will receive your transcript request. Your request will be approved and your transcript will be uploaded. Parchment will deliver your transcript to your destination, and the destination will then download your document. You can track your order online.

Note: Your Parchment transcript will have your ACT scores listed. However, some colleges will only accept your scores from the testing agency itself. It is your responsibility to send your scores from the testing agency if this is required.