

HOW DO I REQUEST A TRANSCRIPT?

1. Go to the RHS website to create an account with Parchment
2. Click on **Counseling**, then **Transcript Requests**
3. Click **Order My Transcript**
4. Click **New Learner Account**
5. Select **I do not have a registration code (provided by my school)**

If your graduation year is:	Start Year	Last Year Attended
2020	2016	2020
2021	2017	2021

IMPORTANT:

- o Select **NO** if it asks: **I am interested in colleges and scholarship programs discovering me through Parchment.**
- o Choose **Waive** your rights
- o Keep this boxed checked: **I authorize a copy of my credential(s) to be stored in my Parchment account**

Now You Are Ready To Request A Transcript

1. Click **Order**
2. Select **Academic Organization, Admissions Office, Business or Other Organization**
3. Enter the name of the institution and click on **Search**

Electronic transcripts ordered while you are in high school are free. It may take several days for your transcript to be approved by RHS. You can [track your order online](#).

Questions

If you have questions, contact Parchment by selecting the arrow down button in the upper right hand corner by your name and select **Help Center** and **Contact Us** or check the Help/FAQs Section.