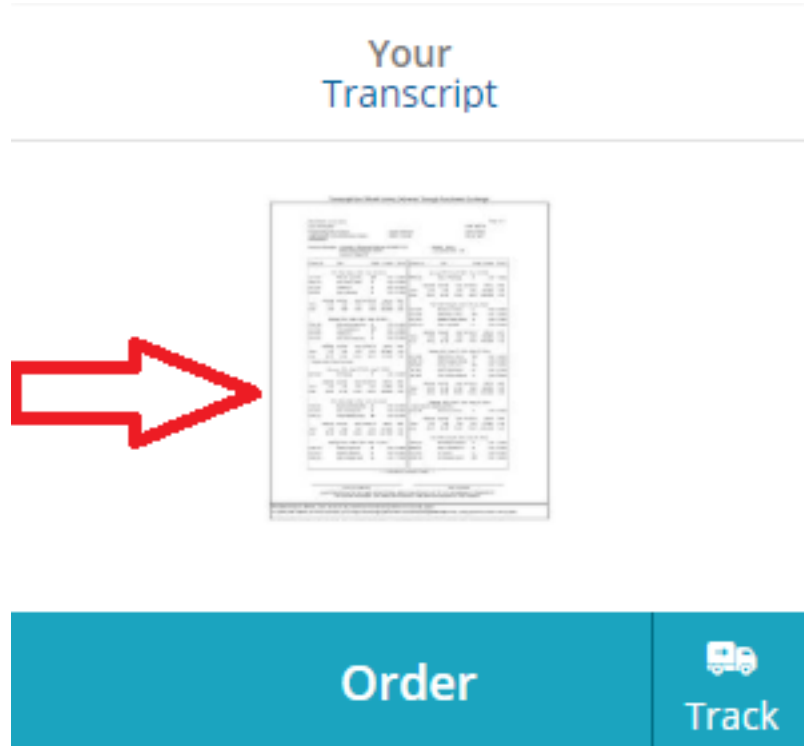


Parchment steps to receive an unofficial view of transcript:

Steps to update

1. Log into your Parchment Account (you will need to create an account if you haven't already)
2. Click on the image of the transcript in the ordering tile under your high school.



3. Click the Update button that appears at the bottom of the transcript
 - This will generate an order to your high school for a new free unofficial self-view transcript. Your high school will need to process this order before the updated version appears in your account.
Again this is a free view of the unofficial transcript but will not be updated until the school has processed your request.

*** There is a video tutorial and Q&A section on the Parchment website to assist you further