

How to request for your transcripts to be sent.

Parchment.com

FREE service to electronically send transcripts to colleges/universities and more.

- Visit the high school website at www.oakparkschools.org/schools/oakparkhigh
- Click the “order a transcript” button (on the right side).
- If you have never created an account click “create new user account” and input your info OR If you already have an account, click “I already have an account” and input your user name and password.
- Click “sign up”
- Click “waive your rights” (this shows that you agree to NOT see your letter of recommendation)
- Click “save & continue”
- Input contact info (address, phone, GPA , etc)
- Input contact info
- Click “save & continue”
- Select a destination (college/university or organization) to send your transcript
- Click “Search”
- Choose the correct school from the search list
- Click “save & continue”
- Review your order (add more destinations if you choose to)
- Click “Continue”
- Use mouse (hold button) to sign your signature
- Type in ONE parent name
- Click “Save”
- You are now done, be sure to log out.

98% of the colleges/universities DO NOT charge to send your transcripts. However, there is a small 2% of colleges/universities that may charge a \$5.25 fee for sending to any school that does not accept transcripts electronically.