

CREATING A STUDENT PARCHMENT ACCOUNT

1. Log in to the [Parchment Website](#).
2. Click **Order Now**.
3. Enter High School (Rockford High School, Rockford MI).
4. Enter your personal email address (you do not need a registration code).
5. Enter your personal information and choose a password.
6. Enter the verification code sent to your email address.
7. Click the "+" and add Rockford High School as the school you attend.
8. Confirm your earliest year of attendance:
9. Expected Grad Year:
10. Check the box to confirm your account.
11. Order Transcript
12. Type in College, NCAA or NAIA (Make sure to pick **UNDERGRADUATE**)
13. Select College
14. When do you want to send: **SEND NOW**
15. Sign Name, Add Parent Name (if under 18)
16. Consent to disclosure by checking box
17. Click Continue

*Please do not have your parent/guardian create this account. The account should be in your name and your information for the college admission office to connect your application with your transcript.

*If you are planning to play college sports, you must send your transcript to the NCAA and/or NAIA. Additionally, you must notify the counseling office staff and request that your transcript **ALSO** be uploaded directly into the NCAA/NAIA portals.