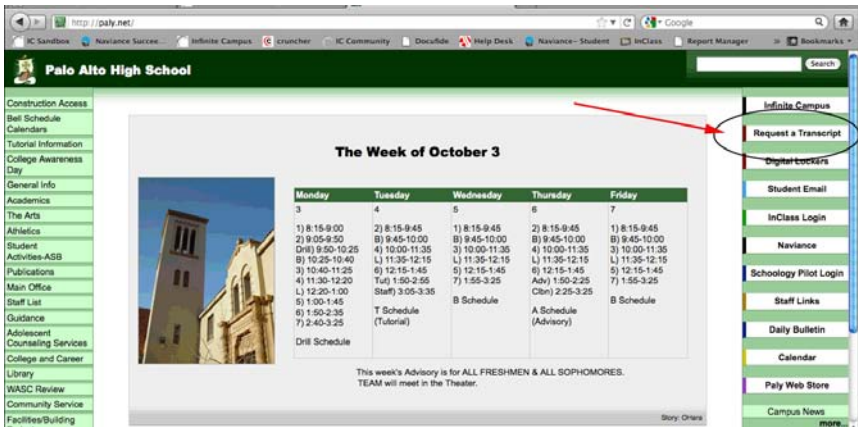
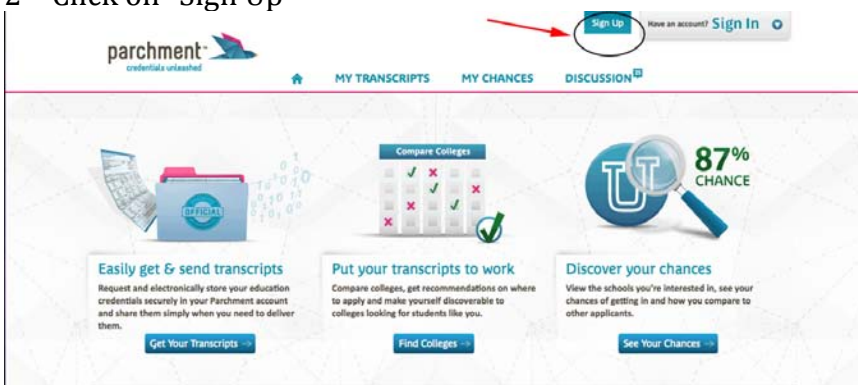


Registering with Parchment/DocuFide and Ordering Paly Transcripts

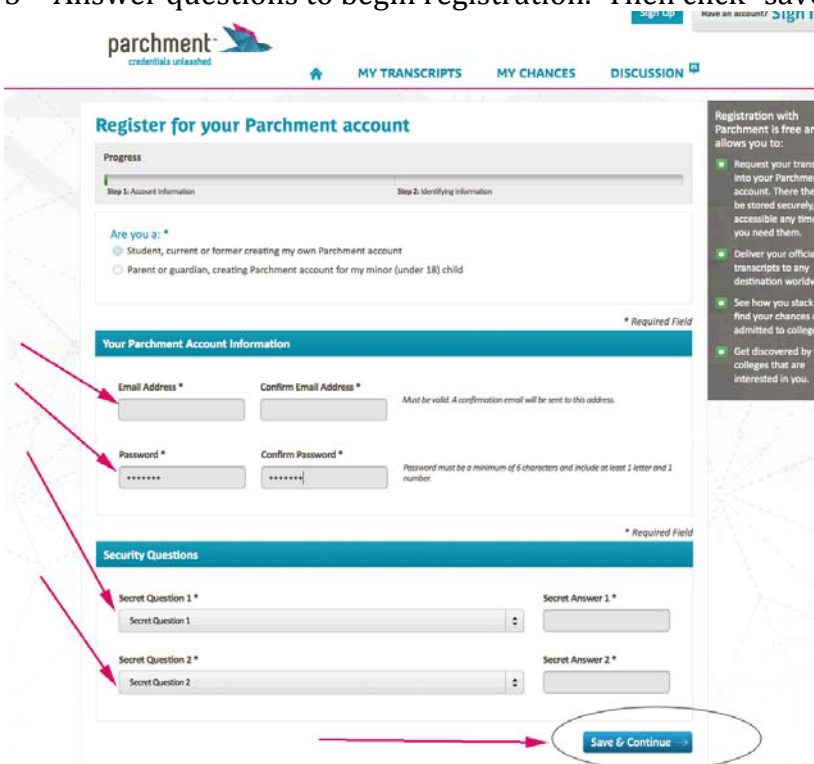
1 – Go to Paly.net and click on “Request a transcript”



2 – Click on “Sign Up”



3 - Answer questions to begin registration. Then click “save and continue”



4 – Continue to fill out information requested, and then agree to the “terms of use”

Step 1: Account Information Step 2: Identifying Information * Required field

Your Information

Title First Name Middle Name Last Name *

Suffix Gender Date of Birth *

Current Grade Level *

Username Your username will be visible on Parchment, for your privacy please DO NOT use your real name

I agree to the Parchment [terms of use](#) and [service agreement](#)

Note:

- Deliver your official transcripts to any destination worldwide.
- See how you stack up and find your chances of being admitted to colleges.
- Get discovered by the colleges that are interested in you.

5 – Choose your Opt-in preferences (your choice for both questions)

My Opt-In Preferences

College Discovery *

Colleges, scholarship programs, and lenders are looking for students like you. Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you chose to opt-in. Opting-in will not share your transcript with anyone unless you chose to do so.

Yes, share the information I provide with those colleges looking to discover me at Parchment.

No, I do not want to participate in College Discovery. Do not share any of my information with those colleges that may be interested in me.

Parchment Newsletter *

Yes, send me the Parchment email newsletter

No, do not send me emails (Parchment may still send emails that are part of the service)

Submit →

6 – You will receive a welcome message that references an email with a link to verify your account. Please follow the instructions in the email. At this time, you may click “continue” to continue now, OR stop and verify account by clicking on link in email received.

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MY TRANSCRIPTS MY CHANCES DISCUSSION

Welcome, [Name]!

We have just sent an email to [email] that contains a link to activate your Parchment account. If you do not see an email from Parchment.com, please check your spam folder for email from registration@parchment.com, as our emails are occasionally misidentified..

Select continue to enter your new Parchment account.

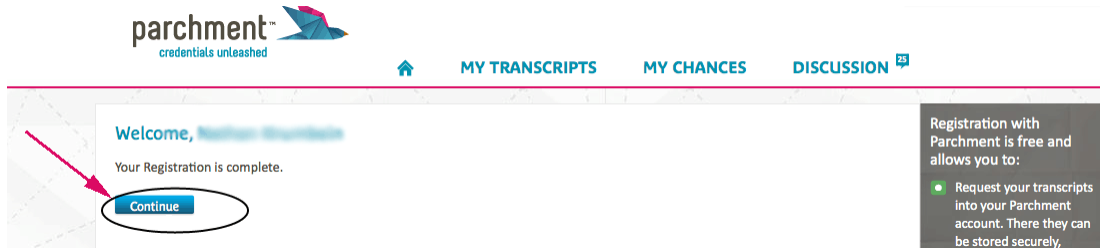
Continue

Note:

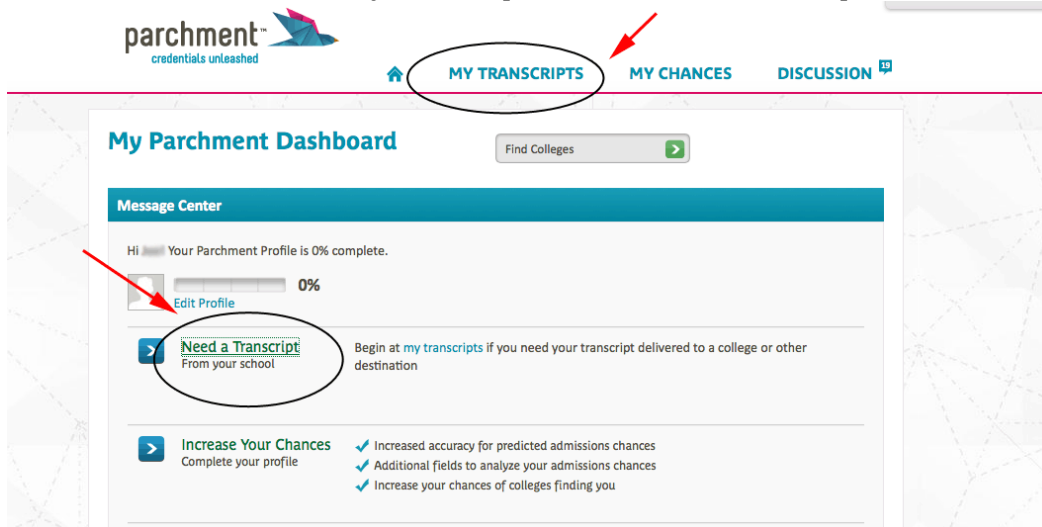
- Verifying email helps Parchment the high quality data used in calculate students chances admission to the colleges they are interested in.

7 – If you clicked on the link in the email, see 7a. If you clicked “continue” in step 6, see 7b

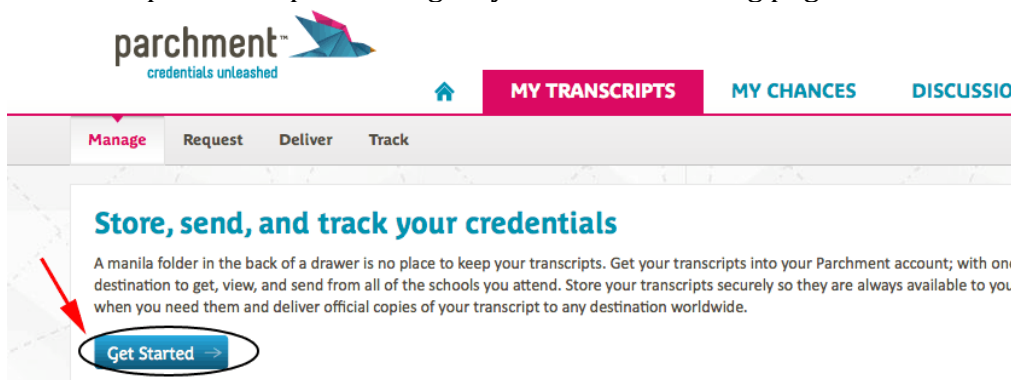
7a – If you clicked on the link in the email, you will see the page below indicating that your registration is now complete. (You will receive a 2nd email from Parchment). Click “continue” if you are ready to request that a copy of your transcript be uploaded from Paly to your Parchment account



7b – If you clicked “continue” after step 6, you will see the following. Click on EITHER “My transcripts” OR “Need a Transcript”. Either will take you to the same place.



8 – Either path in step 7 above gets you to the following page. Click on “Get Started”



9 – Request transcript from “Palo Alto High School” and then click “search”

Request your transcript to your Parchment Account

It has never been easier to get your transcripts and have them stored in one place, your Parchment account where they are there when you need them and can be put to work to make sure that your education credentials work as hard for you as you worked to earn them. Begin by entering your school's name or city and state, and click "Search". Once requested you can proceed to "Deliver" it to any destination worldwide.

Are you requesting your transcript from a High School, or a College or University

Search for your school

School Name City State United States

Search

10 – Choose “Palo Alto High School” and then “continue”

Matching Schools

| High School | City, State | Country |
|---|--------------------|---------|
| <input type="radio"/> Aspire East Palo Alto Phoenix Academy | East Palo Alto, CA | US |
| <input checked="" type="radio"/> Palo Alto High School | Palo Alto, CA | US |

Save & Continue [Can't find your school?](#)

11 – Enter your status at Paly and the years you have attended the school. Respond to the FERPA statement. (We recommend that you waive your rights – this shows that you trust the school staff to give honest information about you). Then click “Save & Continue”

Your Enrollment Information

Please provide the following information to help us find your transcript at Monte Vista High School

Enrollment Information * Required field

Enrollment Status *
 Currently Enrolled
 Not Currently Enrolled

Date Started: *
Year

Class of: *
Year

Student ID: **Social Security Number:** Last 4 digits

FERPA Privacy Rights * Required field

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I do waive my right to access
 I do not waive my right to access

Save & Continue

12 – If you have a Parchment Registration Code, you can enter it here. If not, use the signature box. **Do not do both.** Check the certification box, type your name, allow a copy of your transcript to be kept on the Parchment server, and then click “Save & Continue.”

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MY TRANSCRIPTS MY CHANCES DISCUSSION

Manage Request Deliver Track

Transcript Authorization Form

Federal regulations require that we receive the parents signature before we can process the transcript request for Joe Viking. The parent (or legal guardian's) authorization will allow the Student's transcript to be delivered to destinations that you or your parent designate that are not included in our database of authorized destinations. The parents authorization may be given by using a Parchment Registration Number if one was issued to them or by signing the form using your mouse or stylus. Once authorized we can process all of the transcript requests for Joe Viking.

Parchment will keep the authenticated form on file and the parent will not be required to sign it again when you place additional requests for transcripts from this school. Of course, you or your parent will be able to withdraw this authorization at any time by signing into this account and accessing preferences.

As above, if issued a Parchment Registration Code to the parent of Joe Viking, it may use it to authenticate the parents consent, assuring Parchment that the person giving this permission is able to do so.

Parchment Registration Code:
 Had a Parchment Registration Code and lost it?

If you, the Student's parent do not have or cannot locate the Parchment Registration Code, you will instead need to complete all the information within the authorization box, below.

I authorize Parchment Inc. as the authorized representative for to release Joe Viking's complete academic transcript to destinations selected through Joe Viking's Parchment account.

I certify under penalty of law that I am the individual identified below and I am authorized to take this action [on behalf of my child].

Name *

I also authorize a copy of Joe Viking's transcript to be stored in their Parchment account where they will be able to view and manage this document, and can use it for various optional services.

only one or the other

13 – Your request has been placed to have your Paly transcript uploaded to your Parchment account for viewing. You will not be able to view it until it has been approved and uploaded by Mrs. Brown, the Paly registrar. You may stop here or proceed to ask for delivery to colleges by clicking “Deliver”

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MY TRANSCRIPTS MY CHANCES DISCUSSION

Manage Request Deliver Track

Your Request Has Been Placed

Your request has been placed to:

Palo Alto High School
Palo Alto, CA US

Enrolled: 2008 - 2012

FERPA rights: waived (This can be updated in [preferences](#))

We will inform you when your transcript has been received into your Parchment account.

Continue to your transcript to any destination worldwide.

14 – Click on “Academic Destinations”, “NCAA,” “myself”, or “Other Destinations.” DO NOT ask to have your transcript sent to the Common App. Enter information for the destination that you want to send the transcript to. Then click “Search”. Note that you are requesting OFFICIAL transcripts, and you will be asked for credit card information for payment.

The screenshot shows the 'Select Destination Type' page. At the top, there are navigation tabs: 'Manage', 'Request', 'Deliver', and 'Track'. Below this is a message from Palo Alto High School. The main heading is 'Select the recipients of your transcript from Palo Alto High School'. There are four tabs: 'Academic Destinations', 'The NCAA', 'The Common Application', 'Myself', and 'Other Destinations'. A red 'NO' is written over 'The Common Application' tab. Below the tabs is a red warning: 'We do not do this - do not try to send your transcript to the Common App'. The 'Colleges & Universities' section contains a search form with fields for 'Country' (United States), 'State/Province' (Select State), and 'Institution Name'. A 'Search' button is circled in red.

15 – Choose the correct institution and then click “Save & Continue” or “Save & Add Another”. When you have added your last destination, click “Save and Continue.”

The screenshot shows the search results for 'santa clara'. The 'Institution Name' field contains 'santa clara'. A 'Search' button is circled in red. Below the search results is a table with the following data:

| Institution Name | City, State Country | Organization Type |
|--|---------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Santa Clara University | Santa Clara, CA US | Private University/4 Year College |

At the bottom, there are two buttons: 'Save & Continue' and 'Save & Add Another', both circled in red.

16 – Confirm that the correct destinations have been chosen.

LEAVE APPLICATION TRACKING NUMBER BLANK! Choose whether you want the transcript sent now or at the end of the semester. Click “Save & Continue.”

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MY TRANSCRIPTS MY CHANCES DISCUSSION 13

Manage Request **Deliver** Track

Confirm Your Destinations and Delivery Details

Does everything look correct? If you need to change a destination you selected, choose "edit delivery information" to modify the delivery information or "remove destination" to delete a destination from the list.

| Destination | Delivery Information | Transcript Type | Fee |
|---|---|--|---|
| Santa Clara University Santa Clara, CA remove destination | Delivery Method: Electronic Delivery Application Tracking Number: <input type="text" value="Leave Blank!"/> edit delivery information | <input checked="" type="radio"/> Current Transcript Transcript including grades through 2nd Semester, 2010 - 2011. <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Semester and expected to be available on 02/04/2012. | Transcript Fee: \$3.00 Surcharge Fee: \$5.00 Total: \$8.00 |
| Stanford University 355 Galvez Street Stanford, CA, 94305 remove destination | Delivery Method: U.S. Mail <input type="checkbox"/> Send via Overnight Delivery Application Tracking Number: <input type="text" value="Leave Blank!"/> edit delivery information | <input checked="" type="radio"/> Current Transcript Transcript including grades through 2nd Semester, 2010 - 2011. <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Semester and expected to be available on 02/04/2012. | Transcript Fee: \$3.00 Surcharge Fee: \$5.00 Handling Fee: \$2.00 Total: \$10.00 |
| Total Due: | | | \$18.00 |

[cancel all destinations](#) **Save & Continue** [Add Additional Destinations](#)

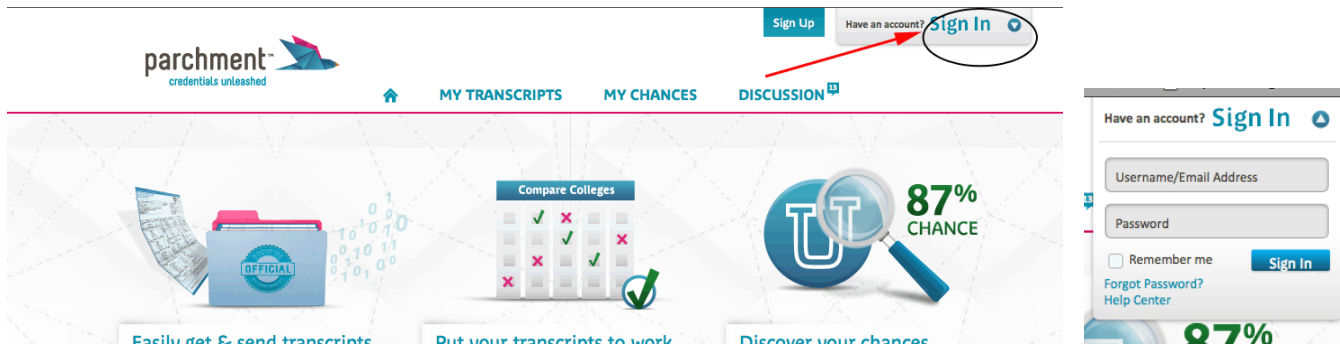
17 – Complete credit card payment information, and log out of your account. You will receive an email confirming your request.

Questions? Write to Mona Siegel msiegel@pausd.org

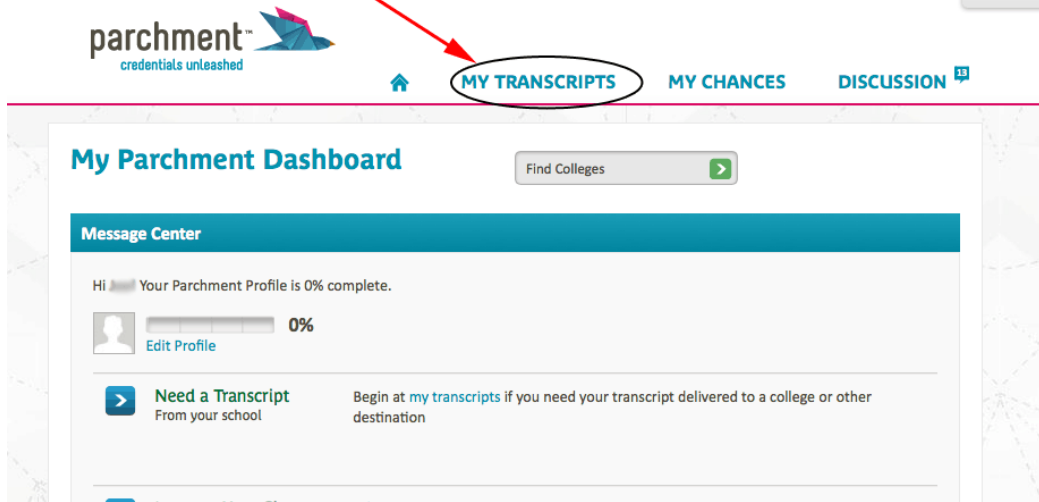
Continue to next page if you need instructions on how to get back into Parchment at another time.

Logging back into your Parchment account later to add delivery destinations

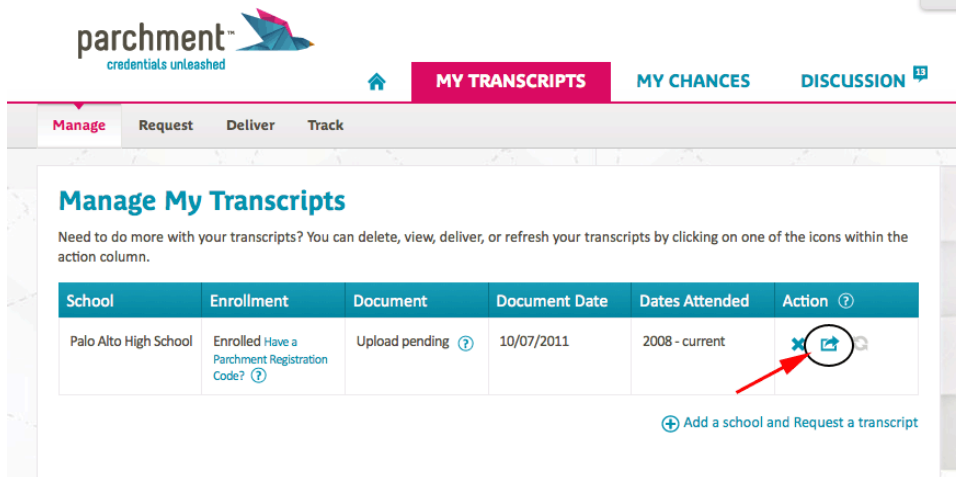
1 – If you chose not to request transcript delivery when you registered, or if you choose to add another destination later, log into your Parchment account by going to Parchment.com and clicking on “Sign In”



2 – Click on “My Transcripts”



3 – Click on “Deliver this transcript” and you will be directed to step 14 above. Do NOT click “Add a school and Request a transcript” – that adds a school to request a transcript FROM and you should have already requested a Paly transcript.



4. Questions? Write to Mona Siegel <msiegel@pausd.org>