Using Parchment to Order Transcripts

This document explains how Apex Learning Virtual School (ALVS) and EdOptions Academy (EOA) students can use Parchment to order transcripts. Parchment is an electronic transcript service that allows students to get accurate records sent to multiple institutions in multiple formats.

> *It is a good idea to first verify how your local school prefers to receive transcripts. Some require they be sent in the mail; others will accept an electronic copy. For electronic copies, you will need to have a valid email address for the person at the school who will receive the document.*

Signing up with Parchment

Go to www.parchment.com to create an account. (Note: If you already have a Parchment account, you can skip this step, log in to your existing account and add the appropriate school. Parents can also register and request documents for minor students.)

1. **Click on the green Order Now button to the left.**

2. **Type in the school you are requesting a transcript from**.
   - If you are a part-time ALVS student, choose "Apex Learning Virtual School: Individual Courses"
   - If you are a full-time, diploma seeking ALVS student, choose "Apex Learning Virtual School: Full Time Program"
   - If you are an EOA student, choose "EdOptions Academy"
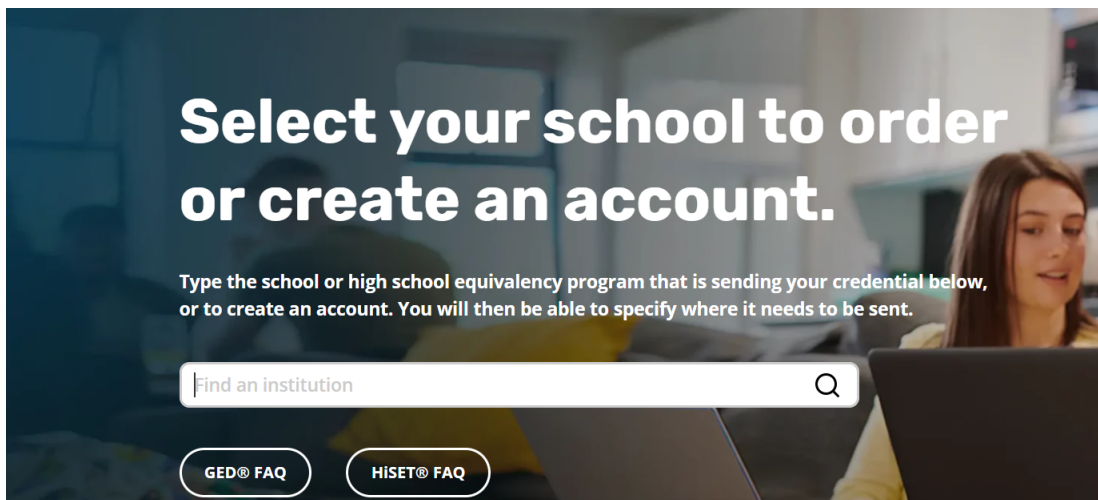
3. **Select *New Learner Account* and fill out the information according to your enrollment through your chosen program.** For example, "Start Year" refers to the year of your enrollment or course start date.

- If you are a parent, select "I am a parent/legal guardian" and enter student's information as well.
- When asked for your Student ID, **please provide your Apex Learning or EOA username.**
- If you already have an account with Parchment, add Apex Learning or EdOptions Academy as an additional school. Navigate to your *Dashboard*, then click *Add Another School or Organization You Attended* (towards the bottom of the dashboard page) where you will enter the name of the program you enrolled in.
- Select *I do not have a registration code*

4. **You will be sent a verification code by email.** Please check the email provided and enter the verification code.
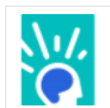

5. **Choose your Privacy Settings.** You may select either "I waive my right to access or I do not waive my right to access." **This does does not affect your order**.

Apex Learning Virtual School
Seattle, WA

Choose Your Privacy Settings

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.

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

◉ **I waive my right to access**

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

☑ I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

SAVE & CONTINUE

6. Click *Order* **next to Transcript.** Each time you place an order, a new transcript is sent to ensure the document is up to date. We do not list non-passing grades or repeat courses on transcripts unless specifically requested to. Courses that have been withdrawn will not appear on transcripts.

Note: Enrollment Verification is listed as an available credential, however we do not provide this through Parchment. Please reach out to your program's Support team for how to request this.

- To set your delivery destination, first search for your school. Many schools are not listed in Parchment. If you do not find your school, **scroll down and click *Enter Your Own*** to manually enter the email address or physical address.
- You may also search for any college, university, or academic institution such as the NCAA to send your transcript to.
- You may also have an official transcript sent to yourself or any individual.

7. **Review your order and checkout.** You will be asked to use your mouse, or finger if on a touch screen, to provide an electronic signature.

8. Once you enter your first order information, you will have the chance to select additional destinations. You can send your current transcript to multiple schools, colleges and individuals. **After you enter payment information, your order will be complete!**

Note: We recommend that a student complete their course **two weeks prior** to your school's transcript deadline.

- Teachers will post final grades within 72 business hours of the course end date.
- It takes 1-2 business days to process a transcript request.
    - Electronic copies are sent instantly to the recipient's email.
    - Hard copies take up to a week to be delivered by the postal service, depending on the destination. To ensure it is delivered to the right person, please include the recipient's name (e.g. counselor or registrar).

You can track the progress of your transcript at any time under the *Orders* tab in your Parchment account. When your order is fulfilled, you will receive an email.

If you have questions while ordering your transcript, please call Apex Learning Virtual School Student Services at 855-550-2547.