Using Parchment to Order Transcripts

This document explains how Apex Learning Virtual School students can use Parchment to order transcripts. Parchment is an electronic transcript service that Apex Learning Virtual School uses so students are able 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](http://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 Apex Learning Virtual School: Individual Course(s)). Parents can also register and request documents for minor students.

1. Click on the *I Would Like To...* drop down menu and choose *Order my transcript or credentials*.

2. Type in Apex Learning Virtual School and select “Apex Learning Virtual School: Individual Course(s)” in the search bar, because you are requesting that we send the document.
3. Fill out the information for your *New Learner Account*. 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 number, please provide your Apex Learning Username, which you use to log into your Apex Learning student account. Apex Learning students do not have ID numbers.
- If you already have an account with Parchment, add Apex Learning Virtual School: Individual Course(s) as an additional school. Navigate to your *Dashboard*, then click *Add Another School* where you will enter Apex Learning Virtual School: Individual Course(s).

We do not have a registration code, so choose *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. Apex Learning Virtual School does not send Letters of Recommendation. Because of this, choose either I waive my right to access or I do not waive my right to access. It does not affect your order.
6. Click **Order** to send a transcript from Apex Learning Virtual School: Individual Course(s). Each time you place an order, Apex Learning Virtual School uploads a new transcript. The unofficial self view is not self-updating, so you will need to request a new one after each course is completed.

- Many schools are not listed in Parchment. If you do not find your school, click **Enter Your Own** to manually enter the school email address or physical address.
- If you are sending your transcript to a college or university, search for them as an **Academic Institution** and then select them from the results.
- If you are sending your transcript to the NCAA, search for them as an **Academic Institution**, then select them from your results.
7. 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.

8. Review your order and checkout. You will be asked to use your mouse to provide an electronic signature. Once you enter payment information, your order will be complete!

We recommend that a student complete their course at least two weeks prior to your school's transcript deadline.

- Teacher turnaround time is one week to post the final grade after a course is completed.
- It takes 1-2 business days to process a transcript request.
  - Electronic copies are sent instantaneously to the individual'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.