

Using Parchment to Order Transcripts

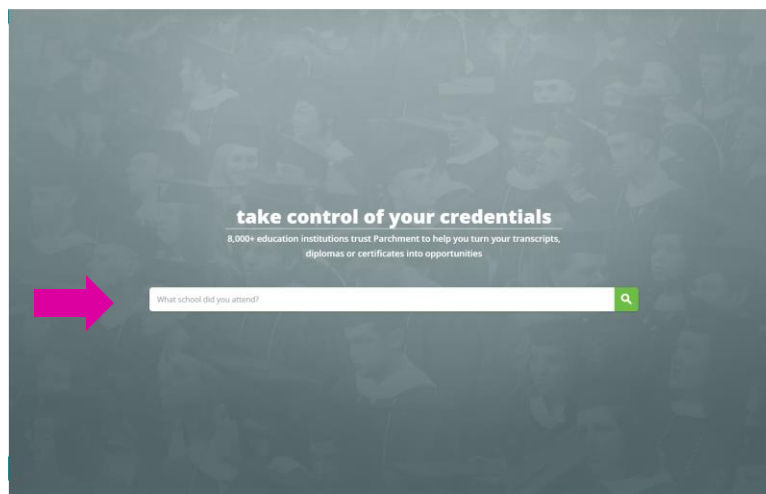
This document explains how Apex Learning Virtual School students can use Parchment to order transcripts. Parchment is an electronic transcript service that Apex Learning Virtual School uses so students are able to get accurate records sent to multiple institutions in multiple formats.

It is a good idea to first verify how your local high 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 or click [here](#) and create an account. (Note: If you already have a Parchment account you can skip this step, log in to your existing account to add Apex Learning Virtual School: Individual Course(s)). Parents can also register and request documents for minor students.

1. Type in Apex Learning Virtual School and select “Apex Learning Virtual School: Individual Course(s)” as in the search bar, because you are requesting that we send the document.




2. Fill out this information for yourself. 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 in to your Apex Learning online account. Apex Learning students do not have ID numbers.
- If you already have an account with Parchment, just add Apex Learning Virtual School as an additional high school. Navigate to your *Dashboard*, then *Add Another School* where you will enter Apex Learning Virtual School.



[COLLEGE TOOLS](#)
[SIGN UP](#)
[SIGN IN](#)



Register/Sign In



Apex Learning Virtual School

Seattle, WA

New User Account Sign Up

I Already Have an Account

A message from Apex Learning Virtual School

Please select "I do not have a registration code" below and enter your Apex Learning Username in the Student ID field.

I do not have a registration code (provided by my school)

I have a registration code

First Name

Middle Name

Last Name

[+ I would like to add a maiden name or variation to help match the credential I'm ordering](#)

I am a parent / legal guardian

Date of Birth

MM DD YYYY

Gender (Optional)

Gender

Start Year

Last Year Attended

YYYY

Highest Level of Education

None selected

Student ID

Email

Password (Must be at least 7 Characters)

Re-type Password

By signing up you agree to the Parchment [terms of use](#) and [service agreement](#).


[Already have an account?](#)

SIGN UP

Enter Apex Learning User ID here

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

Nearly There.

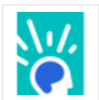


We emailed a verification code to
email@test.com

Please enter the code below

Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#)

3. Apex Learning Virtual School does not send Letters of Recommendation, to continue ordering your transcript you need to waive your right to access Letter of Recommendations at this step.



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

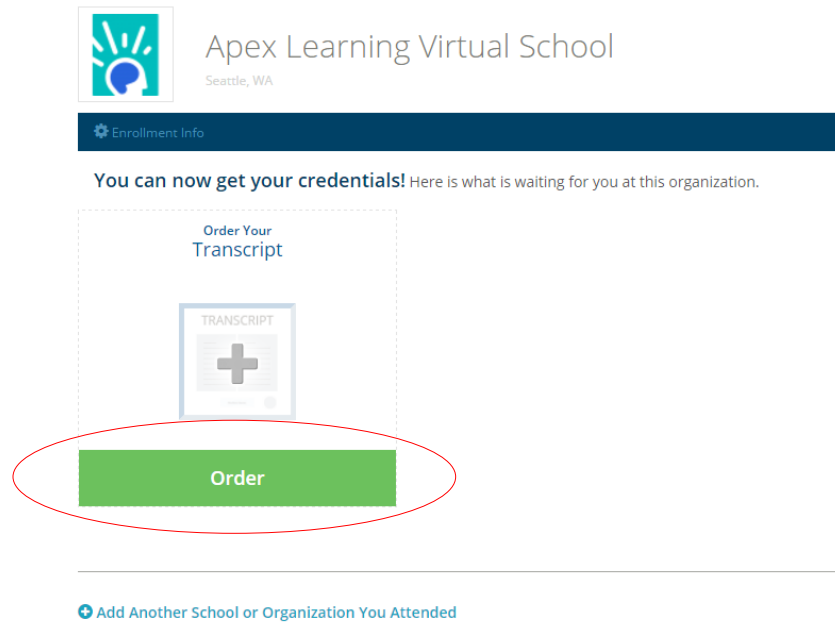
I waive my right to access

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


- Click to order your transcript be sent from Apex Learning Virtual School. Each time you place an order, Apex Learning uploads a new transcript, so you can disregard the credentials that are listed.



- Many high schools are not listed in Parchment. If you do not find your school, follow the instructions to manually enter the high 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.

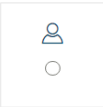
Select a Destination

Where would you like to send your credential?



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

[Advanced Search](#) ▾

No results found. Enter Order details below or check your spelling and run a new search.

Not finding your destination?
 You can enter a destination manually by using a street address or an email address.


Enter Your Own

6. 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 people.

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

<p>FROM</p> <p>Apex Learning Virtual School Seattle, WA</p>	<p>TO</p> <p>My Counselor counselor@highschool.com</p>	<p>Delete this item</p>								
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-weight: bold;">TRANSCRIPT</p>  </div> <p>Transcript</p> <p>Delivery Method Electronic</p>	<p>When do you want this sent?</p> <p>Send Now</p> <p>Application Tracking Number (optional)</p> <input style="width: 100%;" type="text"/>	<table border="0" style="width: 100%;"> <tr> <td>Credential Fee</td> <td style="text-align: right;">\$4.50</td> </tr> <tr> <td>Shipping / Handling</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Item Total</td> <td style="text-align: right;">\$4.50</td> </tr> </table>	Credential Fee	\$4.50	Shipping / Handling	\$0.00	<hr/>		Item Total	\$4.50
Credential Fee	\$4.50									
Shipping / Handling	\$0.00									
<hr/>										
Item Total	\$4.50									
<p>+ Add Another Destination</p>										

7. You then review your order and move to checkout. You will be asked to use your mouse to provide an electronic signature. You will enter payment information and your order will be complete!

It takes 1-2 business days to process a transcript request. You can track the progress of your transcript at any time by logging into 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 Support at 855-550-2547.