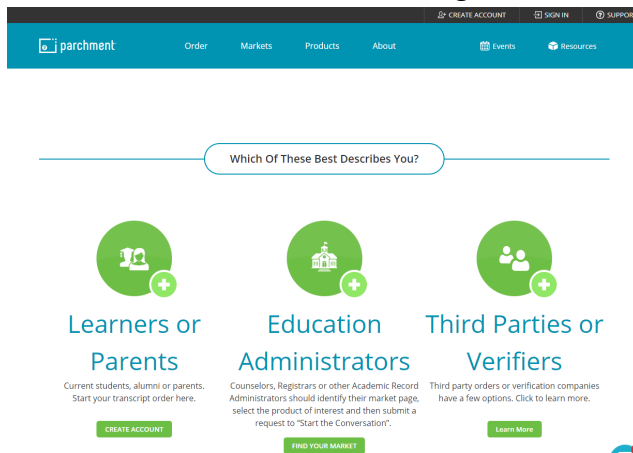


Create a Parchment Account

- Go to www.Parchment.com. (There is a direct link on the Counseling page of the BHS website.)
- Select “Create Account” in the black bar at the top of the page. Then choose ‘Learners or Parents’ and click the green tab ‘Create Account’.



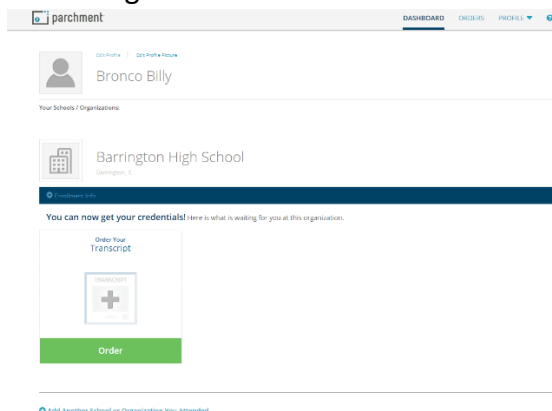
We recommend that you DO NOT sign up with Facebook, and that the **account be set up by the student, not the parent.**

- Complete your name, date of birth, highest level of education, email and password. (Use an email that will remain active after graduation, do not use your bsd.org email).
- It is NOT necessary, and we do not recommend, that you complete the ‘Profile’ section.
- Once you have signed-in, you are ready to order your ‘Credentials’ (your transcript).

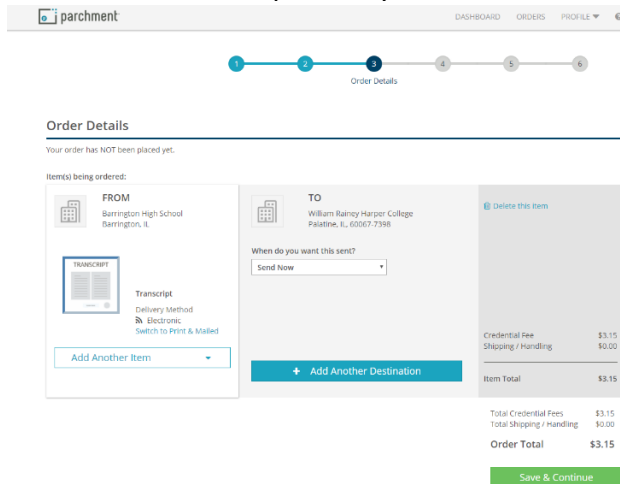
Ordering Transcripts

- Type Barrington High School in the text box and click the green ‘Search’ button. (Be sure to choose Barrington High School in Barrington, Illinois)
- Complete the enrollment information. If you started at BHS as a freshman, your ‘Earliest Year’ should be 2016. Your ‘Expected Grad Year’ should be 2020.
- FERPA Privacy Rights – we recommend that you waive your right to access.
- We DO NOT recommend saving a copy of your credentials to Parchment. Simply uncheck the box.
- Select ‘Consent and Request’ when finished. Now you’re ready to order.

- Click the green 'Order' link under the Barrington High School banner.



- Select a destination by typing the name of the school in the text box then click the green 'Search' button. The full name and location of the school should appear, then click the blue 'Select' button.
- The next screen will provide your 'Order Details'



- At this point you can add another school or continue to check out. Provide consent with your electronic signature and if required, credit card payment.

General Tips

- Once you have created your Parchment account, you can login and go directly to the 'Order' tab.
- Once you have successfully completed your order, you will receive an 'Order Confirmation' message from Parchment.
- You can track the status of the order to ensure it has been received by your college or university.