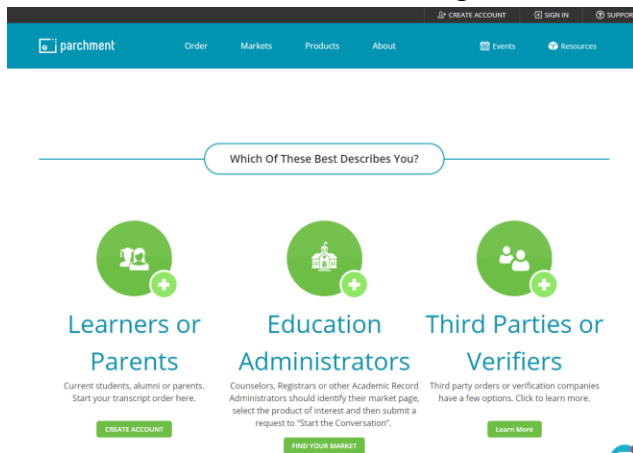


Create a Parchment Account

- 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’.



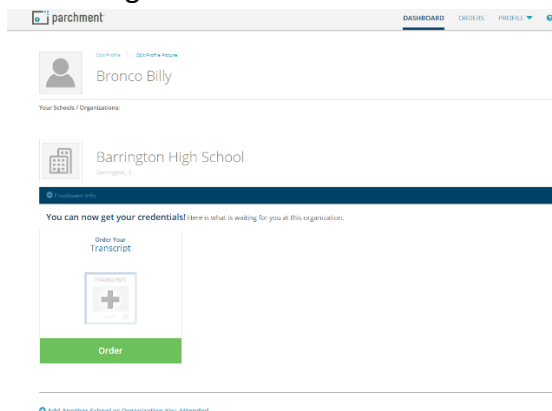
We recommend that you DO NOT sign up with Facebook, and that the **account be set up by the student, not the parent.**

- 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).

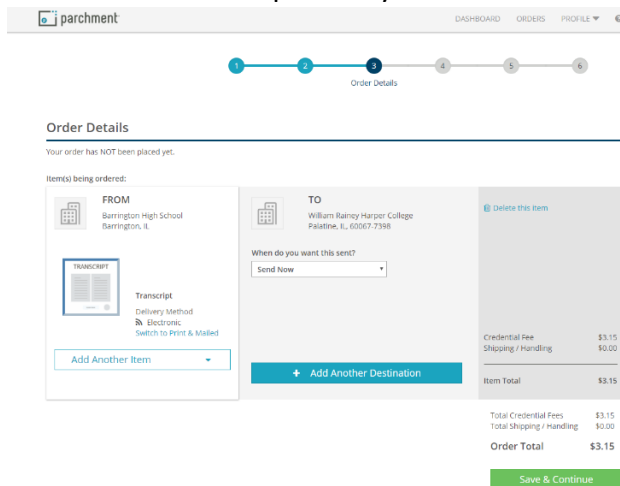
Ordering Transcripts

- 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 2015. Your ‘Expected Grad Year’ should be 2019.
- 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.

Common App Parchment Requests

Before you can request your transcript for your Common Application, you need to complete the following steps:

1. Create your Common App account and obtain a Common App ID number. You will need this ID # when requesting your transcript.

2. Follow the instructions to invite your counselor to be a recommender.
3. Request that your transcript be sent to The Common Application (First Year Applicants), NOT to each individual school.


Organization.

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[Advanced Search](#) ▼

Institution	Location	Organization Type	
The Common Application (First Year Applicants)	Arlington, VA, US	College /Undergraduate	<input type="button" value="Select"/>
The Common Application for Transfer (Transfer Students ONLY)	Watertown, MA, US	College /Undergraduate	<input type="button" value="Select"/>

Add this college to my list



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.