

# ORDER YOUR TRANSCRIPT

## IN THREE EASY STEPS

*Madera Unified has partnered with*



*for electronic transcript ordering.*

1.

### REGISTER FOR YOUR FREE ACCOUNT

If you have received a registration code handout, go to [parchment.com/register](https://parchment.com/register). If you received an e-mail, just click the link. No code or e-mail? No problem! Follow the steps below:

1. Visit Parchment.com
2. Find your school
3. Build your profile

2.

### REQUEST YOUR TRANSCRIPT

1. Choose Order
2. Select Destinations such as colleges, Common App or yourself
3. Review your Order and Check Out

3.

### TRACK YOUR TRANSCRIPT

1. Watch your email for updates
2. Log in to Parchment for more details

**ELECTRONIC COPIES ARE FREE TO SELF VIEW OR SEND TO COLLEGES. THERE IS A SMALL FEE THROUGH PARCHMENT FOR PRINTED AND MAILED COPIES.**

## NEED HELP?

*Visit [support.parchment.com](https://support.parchment.com) OR contact the District Registrar in Student Services at 559-416-5862 or by e-mail at [transcripts@maderausd.org](mailto:transcripts@maderausd.org).*

*Office hours are Monday-Friday, 7:30am-4:30pm*