

# Docufide/Parchment

Portage Central High School has joined forces with Docufide/Parchment to bring you Secure Transcript™ - the safe, paperless way to send transcripts directly to the colleges you choose. It's easy, it's secure, and it's available 24/7.

- ✓ We'll send out the official transcript checked and approved by your school, to the colleges and scholarship funds you choose.
- ✓ Parchment will e-mail you to confirm that the transcripts have gone out.
- ✓ For the colleges that accept transcripts electronically, Parchment will even confirm when the colleges receive transcripts.
- ✓ Secure Transcript makes applying to college a little easier for your school, for colleges, and for you.

Here is how it works:

1. Sign up at [www.parchment.com](http://www.parchment.com). Note: if you have already signed up at [www.Docufide.com](http://www.Docufide.com), the website will redirect you to [www.parchment.com](http://www.parchment.com).
2. Follow the directions to register your account. (Hint: it will ask for a Registration code...just leave that field blank).
3. To request a copy of your transcript stored on your account for you to view:
  - a. Login > My Transcripts > Request > enter PCHS info > Save
  - b. Once your request is approved, you will have in your account a copy of your transcript in pdf format for you to view or print.
4. To deliver your transcript to a college:
  - a. Login > My Transcripts > Deliver > be sure you are on the tab labeled "Academic Destinations" > enter name of college and click Search > Select your college > verify that school name and destination are correct (Hint: DO NOT CHANGE THE DELIVERY INFORMATION. If you do, then your transcript will not be sent correctly!) > Save

**5. To deliver your transcript to the NCAA:**

- a. Login > My Transcripts > Deliver > click on the tab labeled "The NCAA" > click Save and Continue > verify that destination is NCAA Eligibility Center (Hint: **DO NOT CHANGE THE DELIVERY INFORMATION. If you do, then your transcript will not be sent correctly!**) and click Save and Continue

**6. To deliver your transcript to the Common Application: see directions on next page of this handout**

**7. To deliver your transcript to the Kalamazoo Community Foundation and other scholarship organizations:**

- a. Login > My Transcripts > Deliver > click on the tab labeled "Academic Destinations" > click on the button labeled "Show Other Institutions (including Scholarships)" > under Institution Name type in "Kalamazoo Community Foundation", or "Coca Cola" or other scholarship name and Search > If you don't see your scholarship organization name, it could be that they are not partners with Parchment. In that case, come to the Counseling Office and we will send a paper copy of your transcript (there will be a charge of \$1 per paper transcript) > Select your scholarship organization and click Save and Continue > verify that organization name is correct (Hint: **DO NOT CHANGE THE DELIVERY INFORMATION. If you do, then your transcript will not be sent correctly!**) > for Kalamazoo Community Foundation, there should be no charge > for other scholarships, there may be a small charge for mailing, so you will need a credit or debit card

**NOTE: Also refer to the Help Center on the Parchment website, where you will find FAQs.**

**Parchment fees:**

In Michigan and the Midwest	Common Application/Out of State
No charge.	Nominal fee. Ask your parents for permission to pay the fee. This fee requires a credit or debit card. If you cannot afford the fee, see your counselor. <i>(NEXT PAGE)</i>

# FOR STUDENTS APPLYING TO THE UNIVERSITY OF MICHIGAN AND OTHER COLLEGES THAT USE THE COMMON APPLICATION...PLEASE READ!

## Common Application and Parchment

Create an account at [www.commonapp.org](http://www.commonapp.org).

Write down your Common App ID in a secure location. You will need this ID number to make sure your transcript gets to the right place.

Use the School Forms section of the Common App Online to invite your counselor to be a recommender. Doing this will trigger an e-mail message to your counselor providing instructions on how to submit school forms on-line.

Log in to your Parchment account at [www.parchment.com](http://www.parchment.com). Click on My Transcripts, then click on the Deliver link.

Click on the Common App tab.

Enter your Common App ID.

Verify that the information is correct: your name and your counselor's name.

Click the Save and Continue button to move on (or Save & Add Another for additional destinations.)

\*\*There is a nominal one time fee that must be paid to send your transcripts to the Common App. You will need a credit/debit card handy to pay the fee. (Be sure to talk to your parents about this fee.) Your request is NOT complete until you pay this fee. This fee will cover all of the schools that may access the Common App account.

**Your transcript will be sent directly to the Common App On-line system where it will be matched by your counselor with your school forms and submitted on your behalf.**

Once you have submitted your transcript to the Common Application, your transcript is ready for submission to ALL of your Common App colleges. You do not need to submit one transcript for each college. **Important:** You will need to log back into Parchment and request your **mid-year** and **final** transcripts to be sent to Common App as well, so be sure to put a reminder on your calendar to not forget this important step. You transcripts will not be sent until you complete this step.

If you have any questions, please contact Mrs. King at [TKing@portageps.org](mailto:TKing@portageps.org) or 323-5282.