



## PARCHMENT ACCOUNT & ORDERING

- Visit <http://www.lacrosseschools.org/logan-high>
- Under “The Office” select Transcripts

### You will be directed to Logan High’s Parchment.com website:

- Select “New Learner Account”
- Select “I do not have a registration code (provided by my school).”
- Enter your information
- Create Login/Password
  - Use a **HOME e-mail address**. DO NOT use your school e-mail as it will be inactivated upon graduation.

### Once signed up and signed in:

- Select “Order”
- Choose either:
  - An Academic, Organization, Admissions, Office, Business, or Other Organization.
    - You will be presented with a search box to search for your school of choice.
  - Yourself or Another Individual
    - You would use this to get an unofficial transcript for you to view.
- Sign with your mouse the Consent Page
- Make a payment
  - You will need a debit/credit card
  - If you need a fee waiver, speak to your school counselor.

### Important Things to Note:

- Your school should process your order within 1-2 days. If you track your order and you see “Order submitted to school” as your status, please speak to Ms. Nielsen in Student Services.
- Final Transcripts
  - Most school require students to submit their final transcripts upon graduation.
  - You should order your final transcript in May or June
  - When prompted “When do you want this sent?” choose “Hold for Grades”
    - Your school will release your transcript when final grades are posted.