

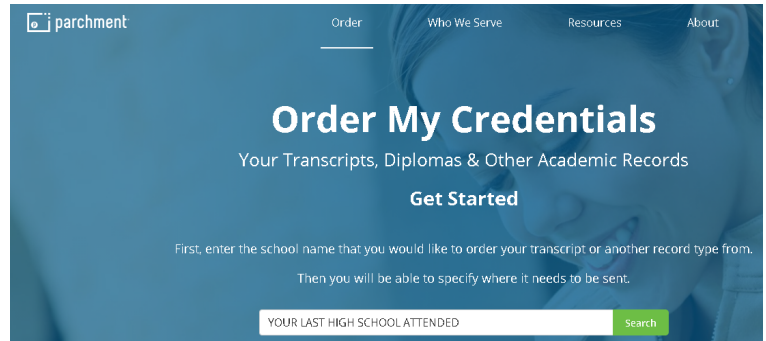
## High School students:

You may now have your transcripts sent electronically to our Continuing Education Program.

### Go to Parchment.com

- Search for your school
- Create your account

Fill in as much information as you can to facilitate the process.

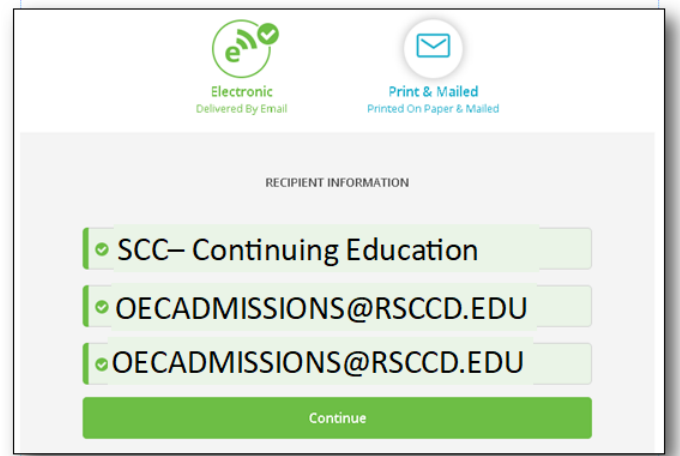
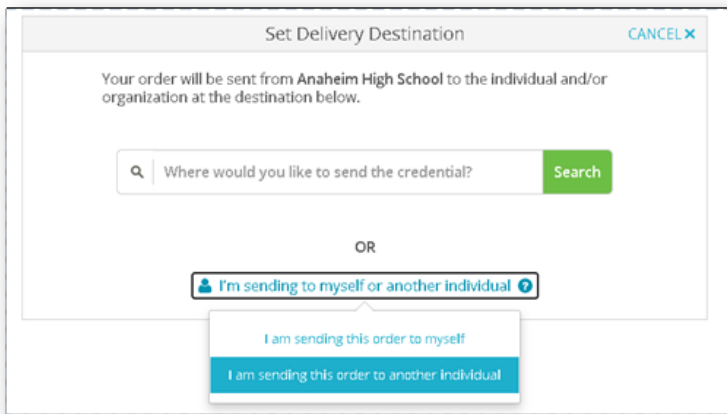


### Fill in Delivery Destination Information

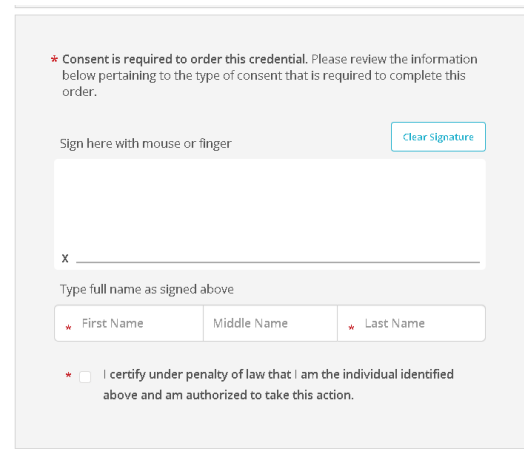
**Choose:**

*I am sending this order to another individual*

*Electronic Delivery and enter information as follows*



- Review your order details. Sign your name and give consent.
- Enter your payment information and Submit.
- You will receive confirmation of your requested transcript.



The transcript will be sent directly to our Continuing Education Department within a few days. Check with counseling staff to see if it was received. Meet with a counselor for an evaluation.