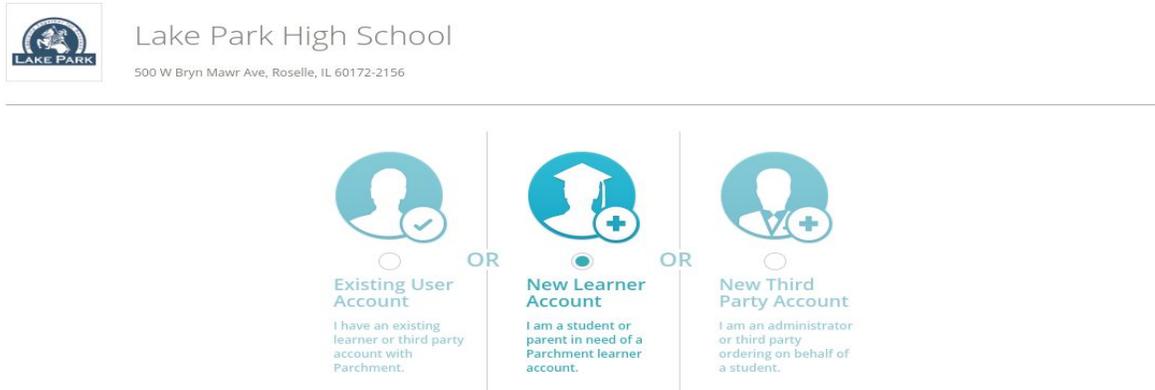


Instructions for creating a Parchment account/submitting a transcript request:

1) Visit the [Parchment website](#) and select “New Learner Account”



Lake Park High School
500 W Bryn Mawr Ave, Roselle, IL 60172-2156

Existing User Account
I have an existing learner or third party account with Parchment.

New Learner Account
I am a student or parent in need of a Parchment learner account.

New Third Party Account
I am an administrator or third party ordering on behalf of a student.

2) Complete the account setup process and questions

A message from Lake Park High School + Expand

Welcome to Parchment. LPHS offers this service to make the ordering and delivering of transcripts easy for you and more efficient for the colleges and/or universities to which you choose to deliver your transcripts.

If you encounter any difficulty with this process, please contact Lisa Smith, West Campus Registrar, 630/295-5340, lsmith@lphs.org.

I do not have a registration code (provided by my school)
 I have a registration code

First Name Middle Name Last Name

I would like to add a maiden name or variation to help match the credential I'm ordering

I am a parent / legal guardian

Date of Birth: MM DD YYYY Gender (Optional): Gender

Start Year: YYYY Last Year Attended: YYYY

Highest Level of Education: None selected

Email Password (Must be at least 7 Characters) Re-type Password

- Lake Park students are not provided with a registration code and, in general for most students in the Class of 2020, the Start Year is 2016, the Last Year Attended is 2020, and the highest level of education is 12th grade.
- Please enter your full name in the applicable fields - If your legal name is John Smith, that's how your account should be set up. Please do not enter nicknames or shortened versions of the name such as JJ Smith or Johnny Smith. Also, please enter a middle name if you have a common first and/or last name.
- It is recommended that all students use a personal email address (i.e., a separate email account from their Lake Park student email address) for their Parchment account to maintain access as student email addresses will be deactivated after graduation.

3) Complete the FERPA Privacy Rights section

FERPA Privacy Rights

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I waive my right to access

I do not waive my right to access

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

CONSENT AND REQUEST

- During the initial registration process, students will be asked to complete the FERPA Privacy Rights section. Students are welcome to waive or not waive their right to access applicable documents as they wish and their answer does not impact their ability to submit a transcript request via Parchment. In general, Lake Park only sends transcripts via Parchment (Secondary School Reports and Letters of Recommendation are sent via other means) and it is recommended that students waive their right to access applicable documents so that they are submitted confidentially.

4) Complete optional questions as applicable



Lake Park High School

Roselle, IL

To help colleges and scholarship programs discover you through Parchment, please fill in some additional information.

Contact information

Country United States	Address 2	
Address	State or Province Please select	Postal Code
City	Gender Gender	
Cell Phone Number (Optional) 1-XXX-XXXX		

Academic information

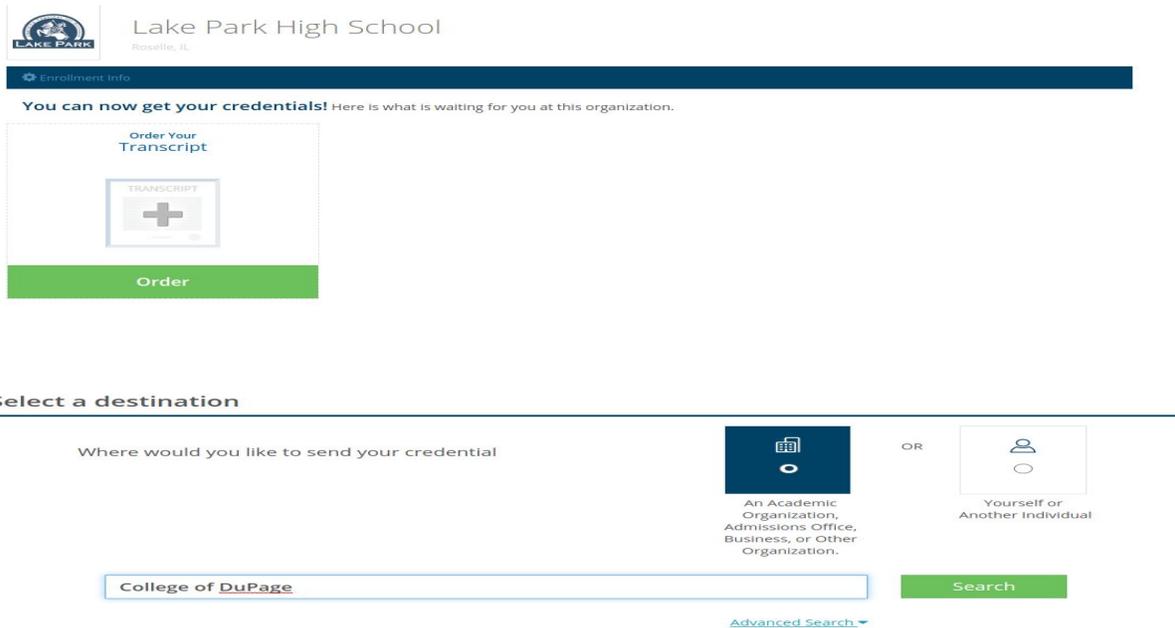
Unweighted GPA (max 4.00)	Current Grade Level Grade Level	Year Beginning College Please select
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SAVE & CONTINUE

- During the initial account registration process, students will be asked if they are interested in colleges and scholarship programs possibly discovering them through Parchment - this question is completely optional and does not impact a student's ability to send a transcript via Parchment. If a student selects "Yes" to this question, they will then be asked to complete some additional questions. In these additional questions, please note that *unweighted GPA information is sought on a 4.0 GPA scale*. Lake Park

only provides unweighted GPA information on a 5.0 scale. To complete this question, students can manually calculate their unofficial unweighted GPA on a 4.0 scale, use an unofficial GPA calculator from the Internet, or they can also subtract 1 point from their unweighted 5.0 GPA for an approximate and unofficial GPA number (e.g., 4.75 unweighted GPA on a 5.0 scale minus 1 point would become a 3.75 unweighted GPA on a 4.0 scale).

5) **Students can place transcript orders by selecting the green “Order” button**



- In the search bar, students can type the name of the destination to which the transcript will be sent (i.e., name of college or other destination such as Common Application or NCAA Eligibility Center).
- Reminder - when selecting a destination, please review the Location and Organization Type fields to ensure the correct destination is selected (e.g., campus, Undergraduate Admissions).
- Please note, as applicable:

If applying to a college via that college's application, students should request a transcript be sent to that college through Parchment.

If applying to a college(s) via the Common Application, students should request that one transcript be sent to the Common Application through Parchment. All applicable colleges the student is applying to via the Common Application will receive the transcript from the Common Application system and it is not necessary to send additional

transcripts to each individual school. When submitting a transcript request for the Common Application, a student will need their Common Application ID number (labeled CAID and located between the student's name and email address in the top right corner of the Common Application screen) and they also need to have already invited their counselor on the Recommenders and FERPA tab for one of the colleges listed on their My Colleges tab.

If applying to a college(s) via the Coalition Application, students should request that a transcript be sent to each individual school from Parchment, transcript requests should not be submitted and will not be processed through the Coalition Application.

Some colleges may not require an official transcript with the admissions application and may instead ask students to self-report this information

Transcript requests submitted via the SENDedu system will not be processed, such requests should be submitted via Parchment

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

FROM	TO	When do you want this sent?
 Lake Park High School Roselle, IL	 College of DuPage Glen Ellyn, IL, 60137-6599	Send Now

Transcript
Delivery Method
Electronic
Switch to Print & Mailed

Item Total \$0.00

Total Credential Fees \$3.55
Total Shipping / Handling \$0.00
Total Subsidized Amount -\$3.55
Order Total \$0.00

Save & Continue

- On the Order Details screen, students can review and confirm the order details including when the transcript will be sent - "Send Now" sends the transcript as it is at the current moment and "Hold for Grades" does not send the transcript until the current semester is completed and the applicable final semester grades are listed on the transcript and

included in the cumulative GPA calculations (the “Hold for Grades” option is generally used for 7th semester and final transcript requests). For current students, the order total should be \$0.00 as there is no cost for current students to send transcripts. Selecting “Add Another Destination” would add an additional order.

Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered: [Edit Order](#)

FROM	TO
Lake Park High School Roselle, IL	College of DuPage Glen Ellyn, IL, 60137-6599

When do you want this sent?
Send Now

Credential Fee	\$3.55
Shipping / Handling	\$0.00
Subsidized	\$3.55
<i>Subsidy provided by:</i>	
Item Total	\$0.00

Total Credential Fees	\$3.55
Total Shipping / Handling	\$0.00
Total Subsidized Amount	-\$3.55
Order Total	\$0.00

[Continue](#)

- The Order Review screen is an additional opportunity to review the order details prior to finalizing the request. If everything looks correct, select “Continue” to proceed with the order.

Provide Consent

I authorize Parchment to release my academic credentials from Lake Park High School to the destinations I select.

Sign here with mouse or finger:

X _____ [Clear Signature](#)

Type Name: _____

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

[Save & Continue](#)

- The Consent screen is the last part of the order process, once this item is completed and “Save & Continue” is selected - the order will be submitted to the Registrar who will send an electronic transcript to the identified destination.

If a student needs a hardcopy transcript, needs a transcript sent to a destination not available on Parchment, or has any additional questions regarding transcripts - please contact Ms. Smith (Registrar at West Campus) by visiting the West Campus Counseling Office or by using the following contact information: 630-295-5340 or lsmith@lphs.org