



Top Three Issues To Avoid in Parchment

1. Incorrect graduation year.

Graduation year in Parchment should be listed as 2019.

All current seniors, or students who will be graduating in December of 2018 or May of 2019, are considered Class of 2019. Transcripts are free for the Class of 2019 until approximately a month after graduation.

2. Using an abbreviated/misspelled form of your name.

If your legal name is John Smith, that's how your account should be set up. Not jj smith, not Johnny Smith, not john smith; John Smith. Also, use a middle name if you have a common first and/or last name.

3. Not adding a personal email address in addition to your Lake Park student email.

This is important as you will likely need to access Parchment when you are no longer a student at Lake Park. Shortly after graduation, your Lake Park student email address will be deactivated. If you add the personal email address now, it will already be associated to your Parchment account and you will not lose the ability to access your account in the future.

Number four (I know we only said top three, but this one is important as well): Having your parent/guardian set up and handle your account, including inputting their email address instead of yours. Records belong to you once you are 18, which for many of you is soon. Set up and manage your own account!