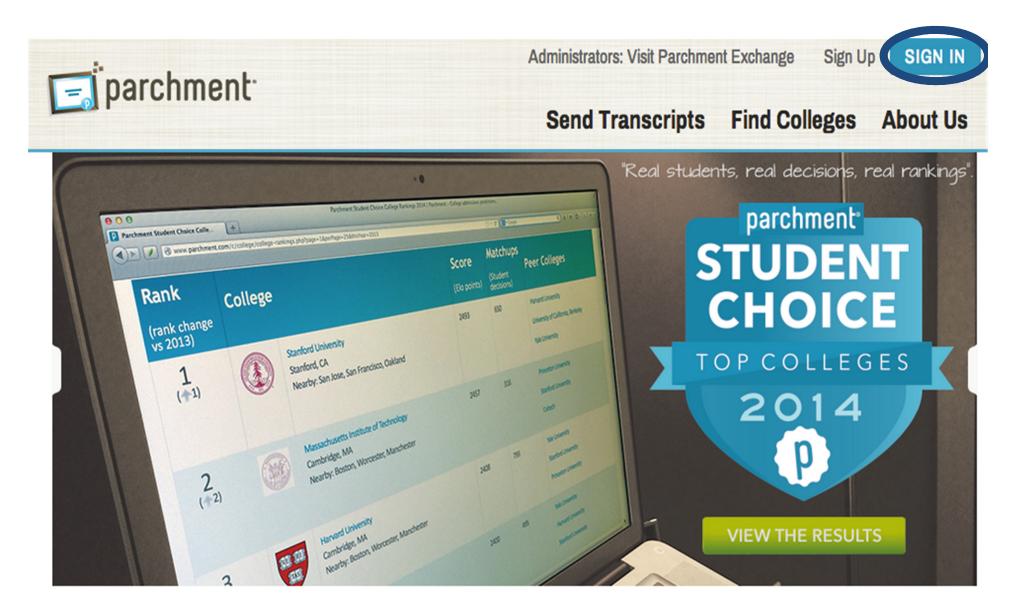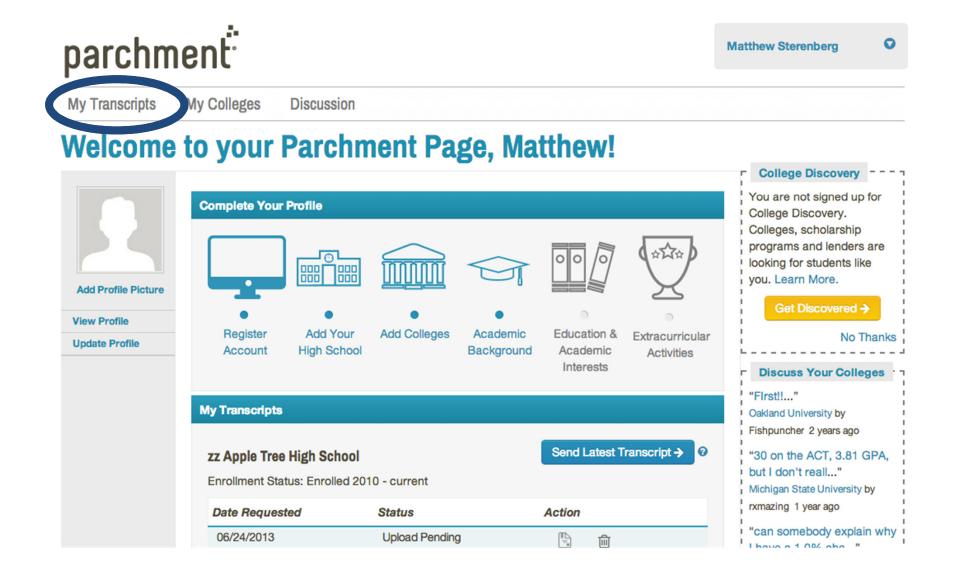# Go to Parchment.com and "Sign In"

Enter your username and password. If you forgot your password, click "Forgot your password?". An email will be sent to you with instructions to reset.

Click on "My Transcripts"

Select your "Destination Type"

My Transcripts   My Colleges   Discussion

MANAGE   TRACK

Select Destination Type

A message from *zz Apple Tree High School*

This is the location where you can message out information to your students.

Select the recipients of your transcript from zz Apple Tree High School

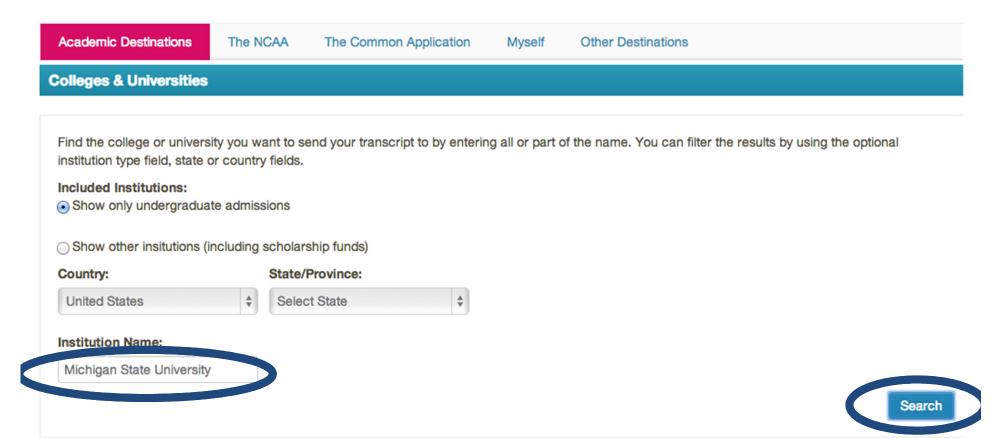Select another school

Academic Destinations   The NCAA   The Common Application   Myself   Other Destinations

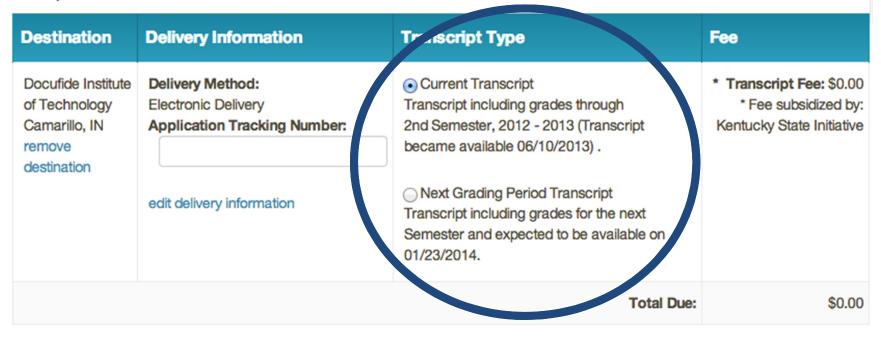# If sending to a college or university, enter the name and click "Search"

You can order your current transcript or the transcript that will be available after the semester (or quarter). If a fee is assessed, you will be taken to a credit card screen.

My Transcripts　　My Colleges　　Discussion

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Confirm Your Destinations and Delivery Details

Does everything look correct? If you need to change a destination you selected, choose "edit delivery information" to modify the delivery information or "remove destination" to delete a destination from the list.

Destination	Delivery Information	Transcript Type	Fee
Docufide Institute of Technology Camarillo, IN remove destination	**Delivery Method:** Electronic Delivery **Application Tracking Number:** edit delivery information	⦿ Current Transcript Transcript including grades through 2nd Semester, 2012 - 2013 (Transcript became available 06/10/2013) . ◯ Next Grading Period Transcript Transcript including grades for the next Semester and expected to be available on 01/23/2014.	* **Transcript Fee: $0.00** * Fee subsidized by: Kentucky State Initiative
		Total Due:	$0.00

cancel all destinations　　**Save & Continue**　　**Add Additional Destinations**

This screen lets you know that your request has been made to your school.

My Transcripts   My Colleges   Discussion

MANAGE   TRACK

Deliver

Payment successful!

Thank you for delivering your official transcript through Parchment. Your transcript will be delivered to your selected destinations through Parchment Exchange, Education's Trusted Intermediary™.

Delivery Destinations   🖨 Print

Destination	Document Type	Tracking ID	Delivery Method	Fee
Docufide Institute of Technology	Current Transcript (Initial) with grades through 2nd Semester, 2012 - 2013 (Transcript became available 06/10/2013)	T3T3BJF	Electronic Delivery	$0.00

You will receive confirmation emails when your request is made, when it's approved and when it's delivered.

Next Steps

Confirmation	Please print this page for your records, or return to your Parchment account at any time and select track to see the status of your deliver. Parchment Exchange will send you an email confirming that we have received your order.
Approval	Official transcripts are always delivered from the current copy on file in the school's transcript repository. When a transcript is selected to include grades for the current grading period, the request is held until those grades are available. Your school may require an approval of your delivery request before your official transcript can be released by Parchment Exchange to your requested destinations. We will send you an email as soon as your request has been approved.
Delivery	Parchment Exchange will process your official transcript for delivery by mail or electronic delivery (based on the selected delivery methods). Recipients who receive transcripts electronically can download them immediately and we will notify you by email as soon as they are received. If your official transcript is to be sent by mail, it will be printed and delivered to the post office within 1 business day of approval from your school. You will receive a confirmation email that it was mailed. Note: it may take 3-7 business days for a transcript to arrive by mail and then it may take colleges as much as 4-6 weeks to process transcripts once they have been received. Many colleges will not confirm receipt until they have processed the transcript and updated your file. Regrettably these paper processing procedures and delays are not something Parchment Exchange has any control over.
Questions?	If you have any questions about your delivery, you can sign in to Parchment Exchange at any time and select track to view the status of your transcript deliveries.