

# Requesting Transcripts via PARCHMENT

Elite Open School has partnered with Parchment to send transcripts securely.



ELITE OPEN SCHOOL

# Welcome to the **Requesting Transcripts Guide**

These slides will show students what to expect to request transcripts through PARCHMENT.

Students should go through this slide deck in order.



# Clickable Table of Contents

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# How It Works (Overview)

Adapted from Parchment.com



## **EOS IS USING PARCHMENT**

To send students' official transcripts digitally or by mail. Student needs to create an account to place an order.



## **EOS PREPARES TRANSCRIPT**

Once a student selects their destinations and places their order, EOS uploads the students' most current transcript to Parchment.



## **TRANSCRIPT IS DELIVERED**

Parchment delivers the requested transcripts electronically or by mail. Students need to log in to track their orders.



# Part 1: Student To-do List



# Student Checklist

- ❑ Confirm information on the unofficial transcript in the SIS via the View Transcript function
  - ⚠️ If any information is incorrect and/or missing on the SIS transcript, please notify your Mentor before requesting transcripts on Parchment! ⚠️
- ❑ Check email inbox for Parchment join link
- ❑ Create account with Parchment or add Elite Open School to existing account
- ❑ Wait for unofficial transcript to be uploaded after account has been created/added
- ❑ Communicate with mentor if there are any issues with the transcript
- ❑ Check if schools accept digital transcripts. If not, the student will need to choose the “by mail” option.
- ❑ Request & Order transcript
- ❑ Keep track of transcript



# General Timeline

Student checks email inbox for Parchment join link

Parchment will auto-request for an unofficial transcript\*

Order official transcript to send to schools via Parchment portal

**Step 1**

**Step 2**

**Step 3**

**Step 4**

Student checks unofficial transcript on the SIS

Student creates a Parchment account or adds EOS to existing account using the Parchment join link

In 2 days, the transcript will show on dashboard, final check for accuracy

Track orders in Orders tab and double check they've been sent



# Part 2: Checking the Unofficial Transcript







# Checking the unofficial transcript in the SIS

The screenshot shows the Elite Open School SIS interface. At the top left, the logo and name 'Elite Open School' are visible. A navigation bar includes 'Home', 'Learning', 'Schedule', 'Progress Tracking', 'Resources', and 'Messages'. A user profile dropdown menu is open, showing 'Student, Sample' with a red arrow '1' pointing to it. Below the profile, a dropdown menu is open with 'Academic Information' highlighted by a red arrow '2'. In the 'Student Actions' section, the 'View Unofficial Transcript' button is highlighted by a red arrow '3'. The main content area displays student information for 'Student, Sample', including ID (#79440), gender (Male), and date of birth (06-22-2022). At the bottom, there are buttons for 'Request Official Transcript' and 'Print PDF'.

1. Click on your name (e.g. Student, Sample)
2. Click **Academic Information**
3. In Student Actions, click **Request Unofficial Transcript**
4. Your Unofficial Transcript will be generated as shown

To keep in mind:

 If any information is incorrect and/or missing on the generated Unofficial Transcript, please notify your Mentor before requesting transcripts on Parchment!

 If you are unable to access your SIS account, please contact your Mentor for further assistance

The screenshot shows a PDF document titled 'Transcript'. The document header includes 'Elite Open School' and 'Unofficial Transcript'. The student information is as follows:

Student Name:	Sample Student
Student ID:	79440
Date of Birth:	06/22/2022
Address:	College Prep (CDE)
Academic Track:	08/24/2022
Date Printed:	

The transcript table has columns for 'Course', 'Credit', 'Grade', and 'Course', with 'Credit' and 'Grade' repeated under the second 'Course' column. A red arrow '4' points to the document.



# Part 3: Parchment Account



# Checking your email for a Parchment join link

parchment

Dear

To make it easier for you to request transcripts, Elite Open School has partnered with Parchment to provide secure online transcript ordering available 24/7. Creating an account is free and only takes a few steps. Get started now!

**2** [Register Your Free Account >>](#)

If you sign up through this link, Elite Open School will automatically be added to your account.

If the above link does not work, copy and paste the link below into your browser:

If you have any questions, feel free to contact us or visit [Parchment Support](#).

Sincerely,

Elite Open School

After verifying that all information on the unofficial transcript is correct:

1. Check your email for a Parchment link
2. Click **Register Your Free Account** to be automatically routed to EOS' Parchment site

This email is **very important** to make sure the ordering process is smooth later on

If you cannot find this email:

- Check your spam folder
- Contact your Mentor for further assistance

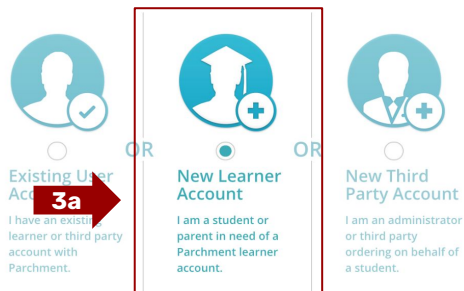


# Creating Student Account - New Users



Elite Open School

19735 COLIMA RD. SUITE #2, Rowland Heights, CA 91748



If the Student does not have a Parchment account:

3a. Select **New Learner Account**

4a. Fill in all of personal information

5a. Click **Sign Up**

4a

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

5a

By signing up you agree to the Parchment terms of use and privacy policy.  
Already have an account?



# Creating Student Account - Existing Users

Elite Open School  
19735 COLIMA RD. SUITE #2, Rowland Heights, CA 91748

**3b** Existing User Account  
I have an existing learner or third party account with Parchment.

OR

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

OR

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

A message from Elite Open School [+ Expand](#)

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you are sending transcripts to colleges, make sure you search for it in the search bar after you press "order."

Email / username

Password  [Forgot your password?](#)

**4b** SIGN IN

If student already has a Parchment account:

3b. Select "Existing User Account"

4b. Sign into existing account.

(Move onto [Step 7](#))



# Creating Student Account - Both New and Existing

## Add Enrollment Information

Enter your current enrollment information for this school. \*\*Required



Elite Open School

19735 COLIMA RD, SUITE #2, Rowland Heights, CA 91748

A message from Elite Open School + Expand

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you are sending transcripts to colleges, make sure you search for it in the search bar after you press "order."

7

Enrollment Status\*  Currently enrolled  
 Not currently enrolled

8

Your Name

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

Date of Birth \*

Gender

Earliest Year \*

Expected Grad Year \*

FERPA Privacy Rights

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. If you have questions about this waiver, please discuss its implications with your counselor.

9

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


10

CONSENT AND REQUEST

7. Select the **Enrollment Status** that applies at the time
8. Enter student information
9. Select an option under the **FERPA Privacy Rights** section.
10. Click on **Consent & Request** to request Unofficial Transcript and finalize setup.



# Waiting for Unofficial Transcript

 parchment



[Edit Profile](#) | [Edit Profile Picture](#)

Katherina Park

Your Schools / Organizations:



Elite Open School

19735 COLIMA RD, SUITE #2, Rowland Heights, CA 91748

[Enrollment Info](#)

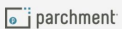
You can now get your credentials! Here is what is waiting for you at

Order Your  
Transcript



Order

[Add Another School or Organization You Attended](#)

 parchment



[Edit Profile](#) | [Edit Profile Picture](#)

Katherina Park

Your Schools / Organizations:



Elite Open School

19735 COLIMA RD, SUITE #2, Rowland Heights, CA 91748

[Enrollment Info](#)

You can now get your credentials! Here is what is waiting for you at

Your  
Transcript



Order

[Add Another School or Organization You Attended](#)

2

1. An unofficial transcript will be **automatically** requested upon account creation, and will automatically be posted to your account within 2-5 business days.
2. After verifying all information on the Parchment Unofficial Transcript is correct, click **Order** (regardless of the button color)

## Notes:

- Official transcripts should be ordered AFTER the student has reviewed the unofficial transcript on Parchment from Step #1
- The **Order** button may be green or blue based on your Parchment account
  - Green: Transcript has not been linked to the account. This is normal for new Parchment accounts.
  - Blue: Transcript has been linked to the account. This is normal for existing/returning Parchment accounts.



# How to access Parchment after creating an account

After creating your account through the join link email, there are two ways to access your Parchment account:

1. Through the SIS
2. Through the EOS Website

The next slides will show you how to access Parchment through the respective options





# Option 1 - Through the SIS

The screenshot shows the Elite Open School SIS interface. At the top left is the logo and name "Elite Open School". A navigation bar includes "Home", "Learning", "Schedule", "Progress Tracking", "Resources", and "Messages". In the top right, there is a user profile dropdown for "Student, Sample" (ID# 79440) and a "Help" button. A dropdown menu is open under the user profile, with "Academic Information" selected. The main content area is titled "Student Page" and contains a "Student Actions" section with a "Request Transcript (Official and Unofficial)" card. This card has two buttons: "View Unofficial Transcript" and "Request Official Transcript". The "Request Official Transcript" button is highlighted with a red box and a red arrow labeled "3". The student profile information includes: ID: #79440, Gender: Male, Goes by: , Ethnicity: , Phone: , Date of birth: 06-22-2022, Address (Default), and Parent / Mentor contact.

1. Click on your name (e.g. Student, Sample)
2. Click **Academic Information**
3. In Student Actions, click **Request Official Transcript**
4. Click **Request Official Transcript**
5. Student will be directed to the EOS Parchment Portal

Select an official transcript option:

The screenshot shows the PARCHMENT For Colleges or Universities portal. It features the PARCHMENT logo and the text: "For application to a college/university and to verify completion of your diploma." Below this is a link: "[Learn more about how to use PARCHMENT](#)". At the bottom, there is a blue button labeled "Request Official Transcript" which is highlighted with a red box and a red arrow labeled "4".



# Option 2 - Through the EOS Website

## Transcripts

Elite Open School has partnered with Parchment to view, order and send student transcripts securely, both digitally and physically. Fees for transcripts requests vary based on what type and quantity of transcripts are ordered, as well as by the means in which they are delivered.

**Read the following instructions or download the step-by-step instructions ([here](#)), then click on "Order Transcripts" below to get started.**

### STEP 1:

Click on the "Order Transcripts" button and create an account with Parchment!

- New User Account:
  - Select "I do not have a registration code (provided by my school)" and fill out information
- Existing User Account:
  - Login to the student's existing account and fill out the information and press "Consent & Request"

### STEP 2:

Review the unofficial transcript (for more information on updating see "Unofficial Transcripts" below)

### STEP 3:

Request transcripts, pay the fees, check the tracking information (on the student's account) and the student is all set!



1. Visit the EOS website ([Academic Records](#)), read through the instructions and press **Order Transcripts**
2. Student will be directed to the EOS Parchment Portal

# Part 4: Requesting Transcripts



# Student Dashboard

parchment

DASHBOARD ORDERS 2

Edit Profile | Edit Profile Picture  
Katherina Park

Your Schools / Organizations:

Elite Open School  
19735 COLIMA RD. SUITE #2, Rowland Heights, CA 91748  
Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Your Transcript

Order Order

+ Add Another School or Organization You Attended

1. View Parchment Unofficial Transcript here (if available)
  - Note: Students can also review Unofficial Transcripts on Assist ([directions](#))
2. Track the any transcript orders here, not including unofficial.
3. Order Official transcripts here **AFTER verifying your Unofficial Transcript is correct.**

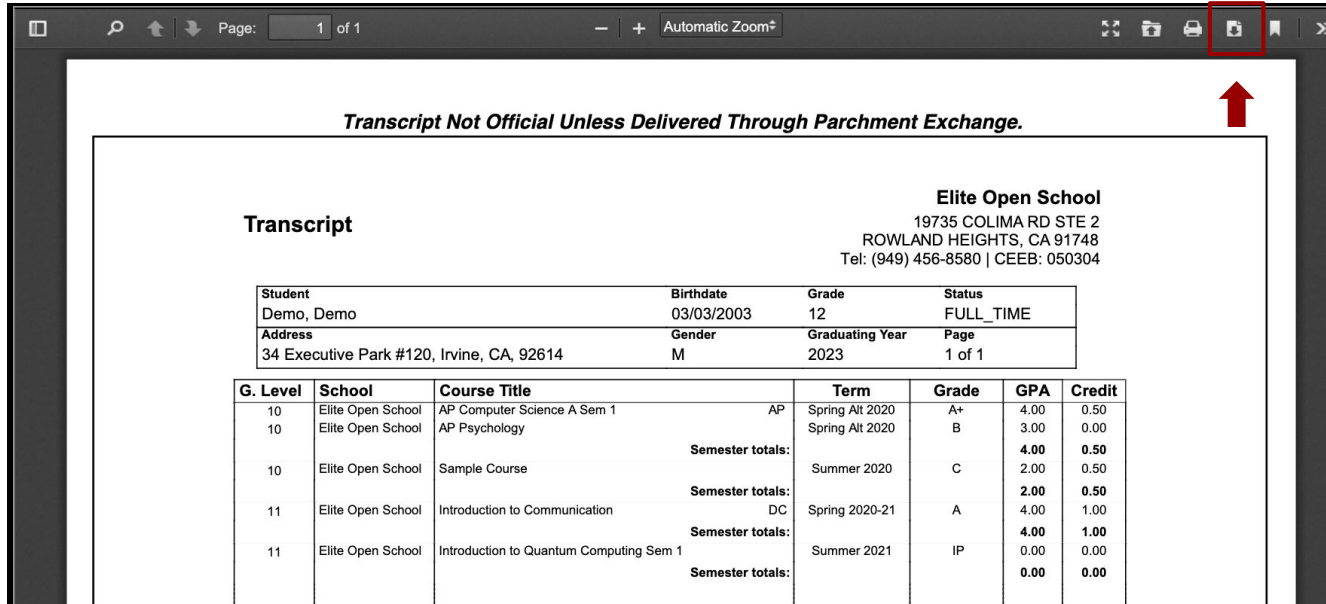
## Reminder:

- The **Order** button may be green or blue based on your Parchment account
  - Green: Transcript has not been linked to the account. This is normal for new Parchment accounts.
  - Blue: Transcript has been linked to the account. This is normal for existing/returning Parchment accounts.



# Downloading the Unofficial Transcript

If the student needs to print or download a PDF version of the Unofficial Transcript, the student simply needs to open the digital transcript, which should be on the student's account dashboard and download by clicking on the icon indicated below. They can also view their transcript on the SIS.



Page: 1 of 1 Automatic Zoom

**Transcript Not Official Unless Delivered Through Parchment Exchange.**

**Transcript**

**Elite Open School**  
19735 COLIMA RD STE 2  
ROWLAND HEIGHTS, CA 91748  
Tel: (949) 456-8580 | CEEB: 050304

Student	Birthdate	Grade	Status
Demo, Demo	03/03/2003	12	FULL_TIME
Address	Gender	Graduating Year	Page
34 Executive Park #120, Irvine, CA, 92614	M	2023	1 of 1

G. Level	School	Course Title	Term	Grade	GPA	Credit
10	Elite Open School	AP Computer Science A Sem 1	Spring Alt 2020	A+	4.00	0.50
10	Elite Open School	AP Psychology	Spring Alt 2020	B	3.00	0.00
		<b>Semester totals:</b>			<b>4.00</b>	<b>0.50</b>
10	Elite Open School	Sample Course	Summer 2020	C	2.00	0.50
		<b>Semester totals:</b>			<b>2.00</b>	<b>0.50</b>
11	Elite Open School	Introduction to Communication	Spring 2020-21	A	4.00	1.00
		<b>Semester totals:</b>			<b>4.00</b>	<b>1.00</b>
11	Elite Open School	Introduction to Quantum Computing Sem 1	Summer 2021	IP	0.00	0.00
		<b>Semester totals:</b>			<b>0.00</b>	<b>0.00</b>




# Updating Unofficial Transcript

11	Elite Open School	Introduction to Communication	Semester totals: DC	Sr
11	Elite Open School	Introduction to Quantum Computing Sem 1	Semester totals: S	S

Last Updated : 07/09/2021

Send Update



## If the unofficial transcript on Parchment is outdated or incorrect:

1. Click on the transcript image from the dashboard.
2. Press "Update" **ONCE** at the bottom of the pop up window.
  - a. There will be no pop up or notification indicating that a request has been made.
  - b. If student presses update more than once, the update requests will be delayed.
3. EOS will upload an updated Unofficial Transcript that will show up within 2 school days. If there is something wrong with the content or if it is not updated within 2 school days, please email your Mentor.

# Ordering Official Transcript(s) – Sending

There are two options for **sending** transcripts.

1. By mail (expedited option available) - \$6.90 ea / \$34.40 ea for expedited
2. Electronically (almost immediate once sent\*) - \$4.15 ea

Before ordering, students should find out whether or not the school they are sending their transcript to accepts Electronic Official Transcripts before requesting and ordering a transcript.

Requests will be fulfilled within 2 business days (not including shipping for non-electronic transcripts)

## **IMPORTANT:**

**Students MUST double check that the Unofficial Transcript is accurate BEFORE requesting and paying for an official transcript.**



# Ordering Official Transcript(s) – Part 1 of 3

The screenshot displays the Elite Open School student dashboard. At the top left is the school's logo and name, "Elite Open School", with the address "19735 COLIMA RD. SUITE #2, Rowland Heights, CA 91748". Below this is a dark blue navigation bar with "Enrollment Info" and a gear icon. A message reads: "You can now get your credentials! Here is what is waiting for you at this organization." The main content area features a preview of a transcript titled "Your Transcript" with a red-bordered "Order" button below it. A red arrow with the number "1" points to this button. At the bottom of the page, a dark footer contains the text "Last Updated : 07/09/2021" and two buttons: "Send" and "Update". A red arrow with the number "2" points to the "Send" button.

There are two options for ordering a transcript:

**Option 1:** From the Student Dashboard, press the Blue “Order” button under the student's EOS Unofficial Transcript.

**Option 2:** Press **Send** at the bottom of the unofficial transcript image (next to “update”).







# Ordering Official Transcript(s) – Part 2 of 3

Select a destination

Where would you like to send your credential

 OR 

An Academic Organization, Admissions Office, Business, or Other Organization.      Yourself or Another Individual

**1**

[Advanced Search](#)

Institution	Location	Organization Type	
University of California - Irvine	Irvine, CA, US	College /Undergraduate	<input type="button" value="Select"/>
University of California, Irvine, GRADUATE DIVISION	Irvine, CA, US	College /Graduate	<input type="button" value="Select"/>
University of California Irvine Div of Cont Ed	Irvine, CA, US	College /Undergraduate	<input type="button" value="Select"/>
University of California School of Medicine - IRVINE	Irvine, CA, US	College /Graduate	<input type="button" value="Select"/>
University of California School of Medicine - IRVINE	Irvine, CA, US	College /Undergraduate	<input type="button" value="Select"/>

Add this college to my list

**Not finding your destination?**  
You can enter a destination manually by using a street address or an email address. **2**

1. Search for applicable school.
2. If the school is not listed, manually enter the information at the bottom of the page by selecting **Enter Your Own**.
  - a. Students will need to have the school admissions email or mailing address.

## Sending to High School

If the student cannot find the student's school, the student can enter the email of the student's counselor. Make sure that they allow this and that it is the correct email/counselor.






# Ordering Official Transcript(s) – Part 3 of 3

## Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

 <b>FROM</b> Elite Open School Rowland Heights, CA	 <b>TO</b> University of California - Irvine Irvine, CA, 92697-1075	<a href="#">Delete this item</a>						
 <b>Transcript</b> Delivery Method Electronic <a href="#">Switch to Print &amp; Mailed</a>	<p>When do you want this sent? Send Now</p> <p><a href="#">+ Add Another Destination</a></p>	<table><tbody><tr><td>Credential Fee</td><td>\$3.75</td></tr><tr><td>Shipping / Handling</td><td>\$0.00</td></tr><tr><td><b>Item Total</b></td><td><b>\$3.75</b></td></tr></tbody></table>	Credential Fee	\$3.75	Shipping / Handling	\$0.00	<b>Item Total</b>	<b>\$3.75</b>
Credential Fee	\$3.75							
Shipping / Handling	\$0.00							
<b>Item Total</b>	<b>\$3.75</b>							

[Add Another Item](#)

**3** [Save & Continue](#)

3. The transcript order defaults to electronic delivery.
4. If a school does not accept electronic transcripts, select **Switch to Print & Mailed**.
5. Click on **Save & Continue** to proceed.



# Order Confirmation

At this point, the student is able to add more schools to send their transcripts.

1. Once the student has **Saved & Confirmed**, they will need to confirm again on the next page.
2. The student will need to **Provide Consent** for Parchment to release the transcript.
3. To finalize their order, students would input the credit card information in the **Payment / Order** page.

**Parchment charges PER transcript ordered so make sure the information for the student's recipients are accurate.**



# Tracking Transcripts

The screenshot shows the Parchment dashboard interface. At the top, there is a navigation bar with the Parchment logo, a 'DAS' button, and a red arrow pointing to the 'ORDERS' tab. Other tabs include 'COLLEGE TOOLS' and 'PROFILE'. Below the navigation bar, the 'Order History' section is visible, with a 'Need to place a new order' message and a 'Create New Order' button. The 'Track Orders' section contains a table with the following data:

Document ID	Status	Recipient	Price	Track
T4TR8HPK	Available for download	Rina Park	\$3.75	

Below the table, there is a detailed view for the transcript. A red arrow points to a red box containing the text: "Where's my transcript? Available for download". The detailed view includes a message: "Your transcript was delivered to the recipient on January 18, 2018. They have been notified by email to download the transcript. If your transcript has been in this status for more than 2 days you should contact the recipient to download the transcript." It also lists the following details:

- Document Type: Transcript
- Delivery Type: Electronic
- Processing Time: Now
- Recipient: Rina Park
- Contact: rina.park@eliteopenschool.org

Once students have placed the order:

1. Students will find a list of their pending or ordered transcripts in the **Orders** tab.
  - Here they can keep track of which schools have received or opened the transcript.
2. Each transcript has a specific Document ID. Once a school has opened the transcript, it will say "Download Confirmed" instead of "Available for download."

# Part 5: Miscellaneous Information





# What the School Sees

**Official Transcript**

Prepared for: **TW87VZCN** on 07/31/2022

DIDP:  
 Parchment Student ID:  
 Page 1 of 1


  
  
 Rina Park, Registrar

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**Elite Open School**  
 19735 Colima Road  
 Rowland Heights, CA 91748  
 Phone: (949) 456-8580  
**CEEB CODE: 050304**

**Official Transcript**

Student Name:  
 Student ID:  
 Date of Birth:  
 Address:  
 Academic Track:  
 Date Printed: 07/29/2022

Course	Credit	Grade	Course	Credit	Grade
<b>SCHOOL YEAR 2019-2020</b>					
2202 - English Foundations II Sem 1	0.5	A	<b>SCHOOL YEAR Continued</b>		
<b>SCHOOL YEAR 2020-2021</b>					
3202 - Algebra I Sem 1	0.5	A	4407 - Physical Science	0.5	A
3202 - Algebra I Sem 2	0.5	A	4400 - Physics Sem 1	0.5	A
2300 - English 9 Sem 1	0.5	A	4400 - Physics Sem 2	0.5	A
2300 - English 9 Sem 2	0.5	A	2205 - Reading Comprehension	0.5	A
8200 - Health Education	0.5	A	1600 - Sociology	0.5	A
7107 - Intro to Business and Technology Sem 1	1.0	A	1207 - World Geography	0.5	A
7107 - Intro to Business and Technology Sem 2	0.5	A	<b>END TRANSCRIPT</b>		
8300 - Physical Education	0.5	A	<b>SATISFACTION OF PROGRAM</b>		
<b>SCHOOL YEAR 2021-2022</b>					
2208 - Advanced Literature Comprehension	0.5	B	Requirements	Required	Completed
3205 - Algebra II Sem 1	0.5	A	Electives	1	1.5
3205 - Algebra II Sem 2	0.5	A	English Language Arts	2	2.5
4802 - Astronomy	0.5	A	Math	2	3
3300 - Geometry Sem 1	0.5	A	Science	1	2.5
3300 - Geometry Sem 2	0.5	A	Social Studies	1	1
7605 - Keyboarding	0.5	A	<b>Total credits</b>	<b>7</b>	<b>10.5</b>
4803 - Meteorology	0.5	A	<b>Cumulative GPA</b>	<b>3.96</b>	
* - Transferred in					
				 REGISTRAR: Rina Park	

**Grading Scale**  
 A = 90-100(4.00) B = 80-89.99(3.00) C = 70-79.99(2.00) F = 0-69.99(0.00) N = 0-0(0.00) P = 0-0(0.00)

Accredited and approved by the Accrediting Commission for Schools, Western Association of Schools and Colleges. Each semester: 0.5 credits

1/1

**Take Note** → This transcript is official when downloaded directly from the Parchment Exchange website. To verify the validity of the transcript, go to <https://exchange.parchment.com/d/tracking/didtracker.htm?did=TW87VZCN>

# EOS Transcript Guidelines

- EOS adheres to a 0.5 credits per semester policy. This is noted on the bottom of the transcripts, so College/Universities will transfer credits accordingly.
- Unofficial transcripts are requested automatically when an account has been made through the Parchment join link and as long as the student allowed for their documents to be stored in Parchment. The unofficial will show within 2 business days.
- Do NOT press **Update** more than once. This will pull your request to the back of the queue causing a delay in processing.
- Students may view their updated transcript at any time on their SIS portal. Double check that the SIS transcript and the Parchment transcript are the same. If not, the student must update on Parchment.



# EOS College Course Transcripts - Part 1 of 7

Home | Support | Contact Us Shopping Cart: \$0 | Sign In

## MID-AMERICA CHRISTIAN UNIVERSITY

### OFFICIAL TRANSCRIPT REQUEST FORM

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

3 Create Account

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#)

Parchment Ordering Service v2.9  
Copyright © 2006-2021 Parchment Inc. All Rights Reserved.  
[Privacy Policy](#), [Refund Policy](#)  
05:55pm PST

For EOS College Course students, they **MUST** request a transcript from the the university of the EOS College Course **AND EOS**.

For Example: For a student requesting a transcript from MACU:

1. Students will request transcript from EOS
2. Students will go to [MACU's Transcript Request page](#)
3. Clicks on **Create Account**
4. Students will follows the steps to create their account and request a separate official or unofficial transcript from MACU.

SSN (Social Security Number): Non-USA students can either leave it blank or input **999-99-9999** or **000-00-0000**





# EOS College Course Transcripts - Part 2 of 7

## Authentication Details

Date of Birth:   ,  \*

Year Graduated or Year Last Attended:  \*

Degree Received or Degree Sought:  \*

Name While Attending:

Title:

First Name:  \*

Middle Name:

Last Name:  \*

Suffix:

Dates Attended:  to  \*

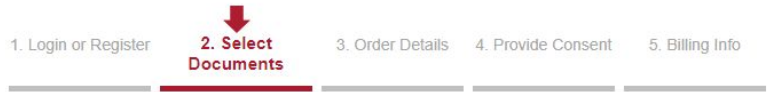
Last 4 SSN:  \* (eg. 1234)

Student ID:  Student ID

1. Under **Address Details** (not screenshotted) and **Authentication Details**, the student must fill in the same information as entered in the EOS SIS
  - a. **Degree Received or Degree Sought:** Enter *"Concurrent"*
    - i. If the student is completing the *EOS Dual Diploma program*, the student must enter *"Associates of Arts"*
  - b. **Student ID:** Leave blank
2. Enter and confirm a login username and password for the student's MACU Parchment Account



# EOS College Course Transcripts - Part 3 of 7



## Select Document



### Transcript

Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.



### Diploma

Order an official copy of your diploma to be sent to a destination of your choice.

2. Under **Select Documents**, select **Transcript**
  - a. *EOS Dual Diploma students* may select **Diploma** instead if they are completing the AA Degree at MACU

Parchment Ordering Service v2.9

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[Privacy Policy](#), [Refund Policy](#).

11:28am PDT



# EOS College Course Transcripts - Part 4 of 7

1. Login or Register    **2. Select Documents**    3. Order Details    4. Provide Consent    5. Billing Info    6. Review

Where would you like your document(s) sent?

University of California    **SEARCH**

Or Send to Yourself, Another Individual, or Third Party

INSTITUTION	LOCATION	
University of California - Berkeley	Berkeley, CA, US	<b>SELECT</b>
University of California - Merced	Merced, CA, US	<b>SELECT</b>
University of California Riverside	Riverside, CA, US	<b>SELECT</b>
University of California - Davis - Undergraduate Admission	Davis, CA, US	<b>SELECT</b>

3. Click **Send to Yourself, Another Individual, or Third Party** if you do not wish to send the transcript to a college institution
4. Input the university name you wish to send the transcript to and click **Search**
5. Select the university
  - a. Note: Students are only allowed to add 1 institution at a time
    - i. If students want to add multiple institutions, they will be able to do so when they confirm their order



# EOS College Course Transcripts - Part 5 of 7

## Product Description

Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

### NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.

**Destination:**  
University of California - Berkeley  
Berkeley, CA 94720-5400  
[Continue](#)

**Document Name:**  
eTranscript - \$6.00  
[Switch to Mail Delivery](#)

## Order Options

Delivery Mode  **Electronic**

Processing Time  **Minimal**  **Hold for Grades**  **Hold for Degree**  
Holds are for current term only

Purpose for Request \*

Attachment (Optional)  No file chosen

**Note:** Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$6.00

6. Confirm your order
7. *All transcripts are automatically set to electronic delivery*
  - a. If students click **Switch to Mail Delivery**, they will be required to enter a physical address
8. If the student is still in the process of completing an EOS College Course:
  - a. Under **Processing Time**, click **Hold for Grades**
  - b. Once the student finishes the course and has their grades finalized for the term, MACU will send the transcript



# EOS College Course Transcripts - Part 5 of 7

## Product Description

Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

### NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.

<b>Destination:</b>	<b>Document Name:</b>
University of California - Berkeley Berkeley, CA 94720-5400	eTranscript - \$6.00 <a href="#">Switch to Mail Delivery</a>
<input type="button" value="Continue"/>	

## Order Options

Delivery Mode

Processing Time

Holds are for current term only

**10**

Attachment (Optional)  No file chosen

**Note:** Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$6.00

9. If the student is has completed all EOS College Courses:
  - a. Under **Processing Time**, click **Now**
10. Under **Purpose for Request**, most EOS students must select **Apply for Undergraduate Admission**
  - a. Students requesting the MACU transcript for reasons other than sending it to a college institution should select a different dropdown option
11. **Attachment (Optional):** Leave blank





# EOS College Course Transcripts - Part 6 of 7

1. Login or Register   2. Select Documents   **3. Order Details**   4. Provide Consent   5. Billing Info   6. Review Order

Your Shopping Cart Contents

Total Items: 2 Amount: \$12.00

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$6.00	\$6.00	<b>13</b> → Remove
<b>Delivery Mode</b> - Electronic <b>Processing Time</b> - Now <b>Document Date</b> - 10/28/2021 11:30:50 <b>Send To</b> - University of California - Berkeley				
1	 eTranscript	\$6.00	\$6.00	Remove
<b>Delivery Mode</b> - Electronic <b>Processing Time</b> - Now <b>Recipient Name</b> - EOS <b>Email Address</b> - info@eliteopenschool.org <b>Document Date</b> - 10/28/2021 11:31:47				
			<b>Sub-Total:</b> \$12.00	

Update Shopping Cart   **14** → **Continue Shopping**   Checkout

12. Confirm your order
  - a. Delivery mode correct?
  - b. Processing Time?
  - c. Document date?
  - d. Send To field is correct?
  - e. Cost is correct?
13. Click **Remove** if the order is incorrect
14. Click **Continue Shopping** to add more institutions to send the transcript to
15. Click **Checkout** if all is correct

Afterwards, students will be required to sign a FERPA form for MACU to allow release of academic records and then will be required to enter their billing information to request the transcript.

# EOS College Course Transcripts - Part 7 of 7

EOS College Course transcripts will take approximately 3-5 business days to process.

If students have any questions about their transcripts, students and mentors are encouraged to directly contact [MACU's Registrar](#).

Please note that the course names for EOS College Courses set by EOS are *different* from the course names on the MACU transcript. This is common for schools with course equivalency agreements.

Therefore, students self-reporting EOS College Courses in their applications **are highly recommended to input the course names as they are on the MACU transcript, not EOS's transcript** as it is the best way to ensure that admissions officers can easily confirm the courses with MACU.



# More Questions?

Take a look around in the **Help Center** on the Parchment website for more information. The student can get here directly through the student's account (top right corner) or from their main website.

<https://parchmentsupport.force.com/>

Contact the Mentor at the Learning Resource Center if there are additional questions.





# The End

Thank you for reading this slide deck.

Students can use the [“Clickable Table of Contents”](#) to go straight to their page of interest.



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