



Creating a Student Parchment Account

1. Log into [Parchment](#)
2. Click **Order Now**.
3. Enter High School (Rockford High School, Rockford MI)
4. Enter your personal email address (you do not need a registration code).
5. Enter your personal information and choose a password.
6. Enter the verification code sent to your email address.
7. Click the "+" and add Rockford High School as the school you attend.
8. Confirm your earliest year of attendance: 2021
9. Expected Grad Year: 2025
10. Check the box to confirm your account.
11. Order Transcript
12. Type in College, NCAA or NAIA[†](Make sure to pick UNDERGRADUATE)
13. Select college
14. When do you want to send: **SEND NOW**
15. Sign Name, Add Parent Name (if under 18)
16. Consent to disclosure by checking box
17. Click Continue

*Please do not have your parent/guardian create this account. The account should be in your name and your information for the college admission office to connect your application with your transcript.

[†]If you are planning to play college sports, you must send your transcript to NCAA and/or NAIA. **Additionally**, you must notify the counseling office staff and request that your transcript ALSO be uploaded directly into the NCAA/NAIA portals.