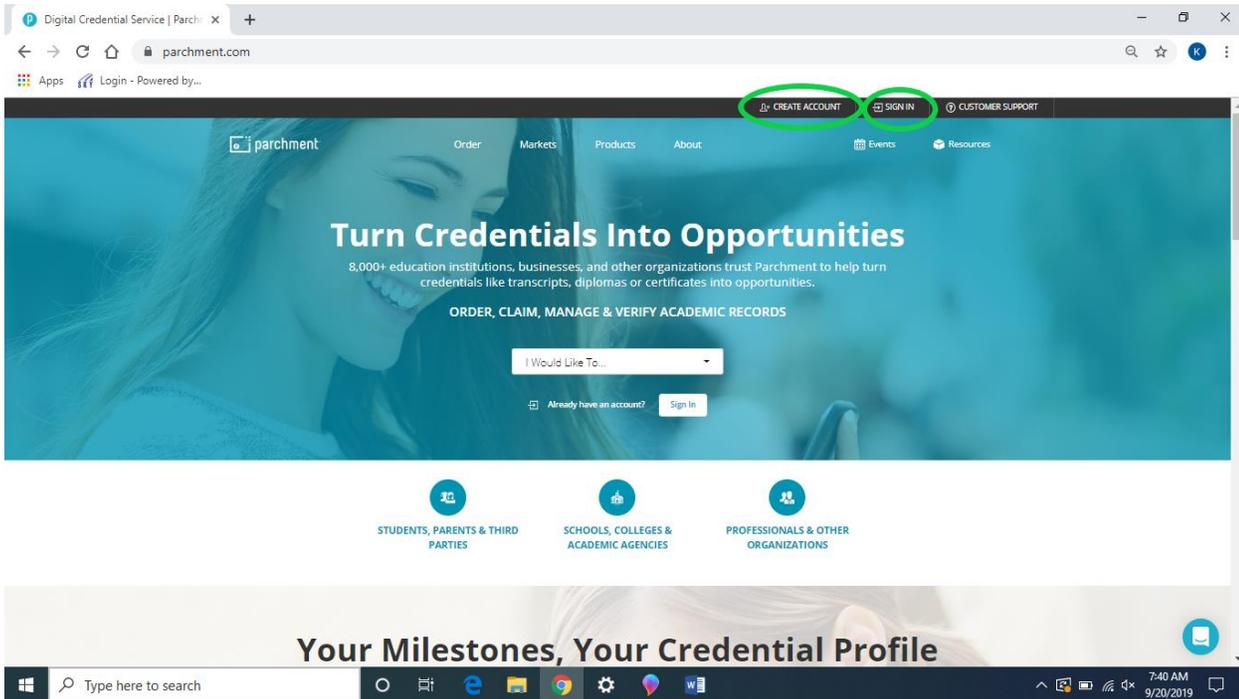


Ordering Transcripts to send to Common App

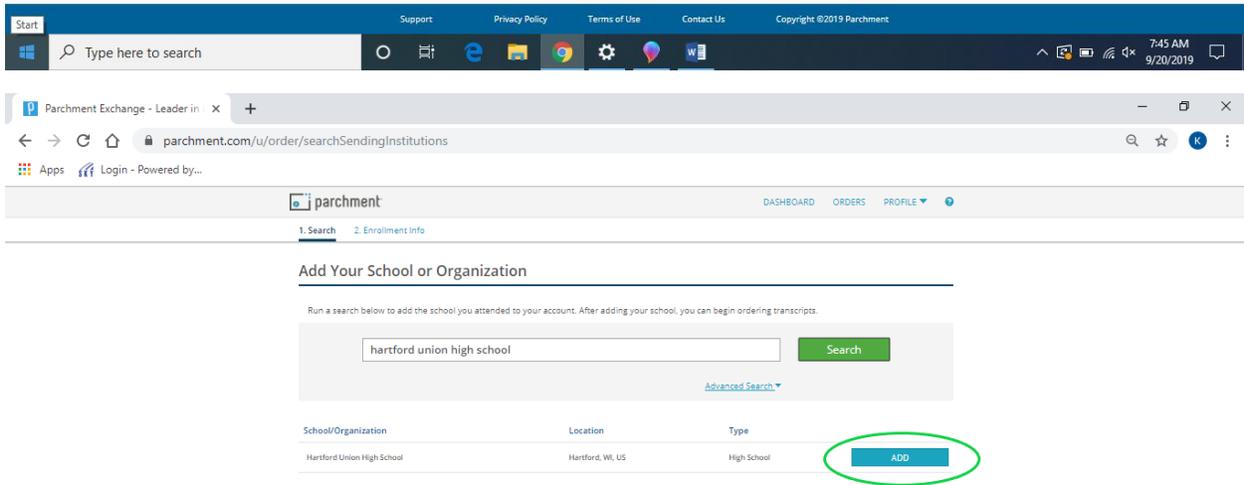
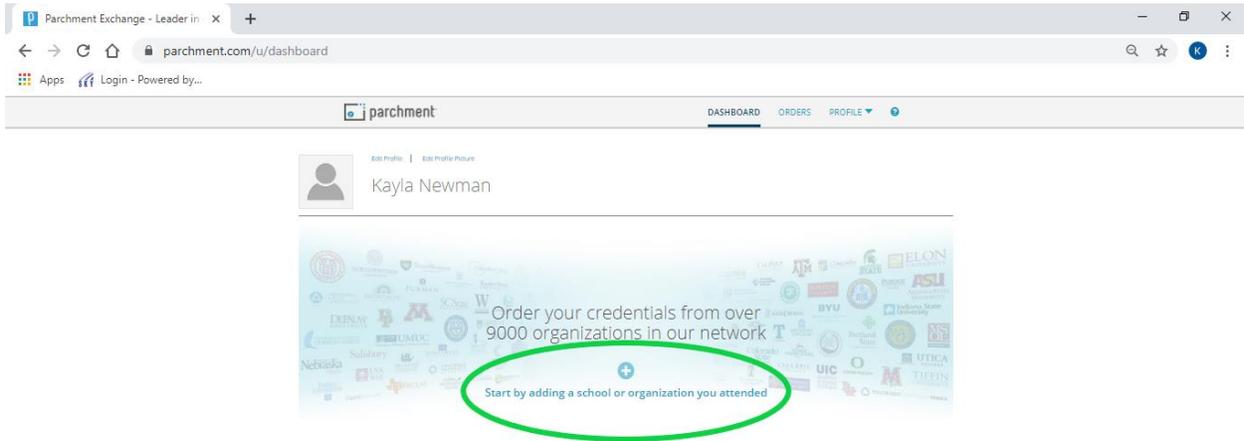
Parchment.com

Step 1: If you have already created an account on Parchment, log in and see step 5. If you have not already created an account, see step 2.



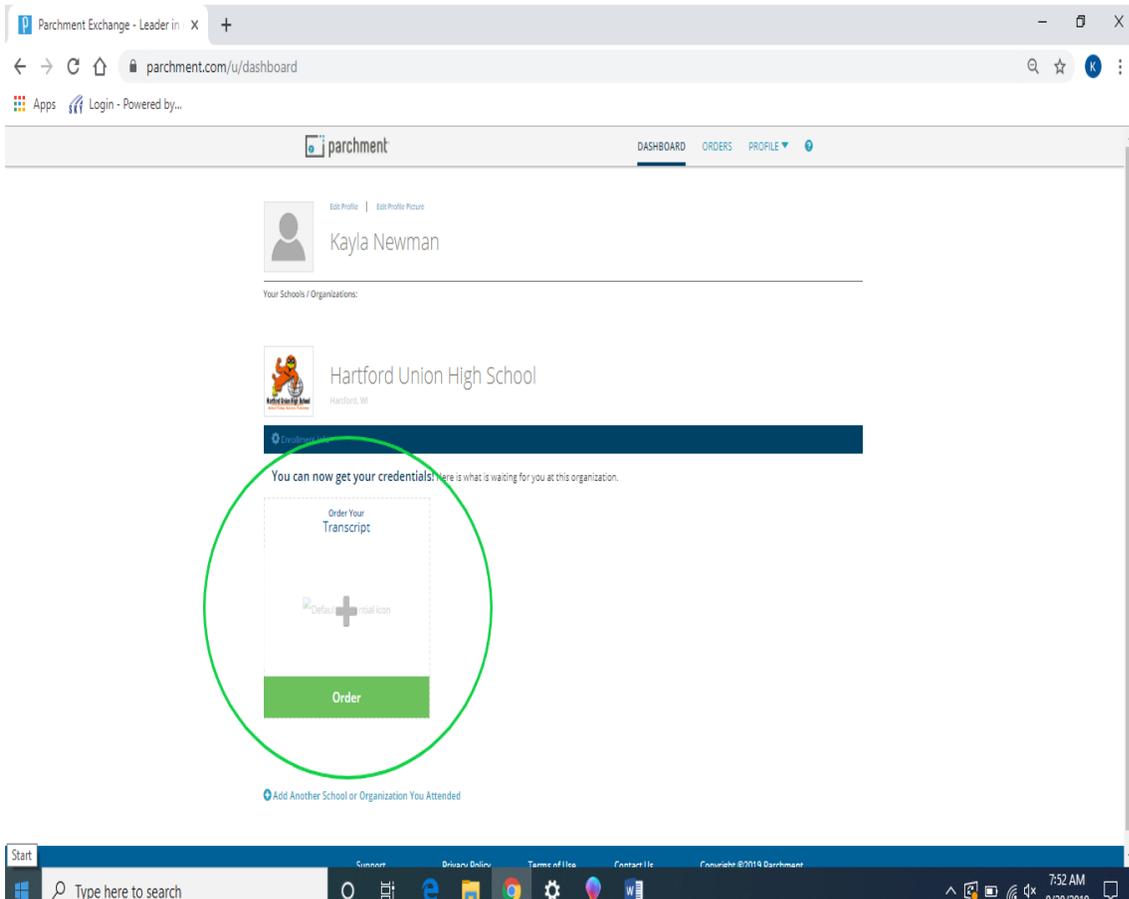
Step 2: Creating your account- Click “Learners or Parents” create account button. Fill out all information and click “Sign Up”. Check your email that you used to create your account for the verification code email from Parchment and enter it into the “Confirmation Code” box on the Parchment website.

Step 3: Add HUHS to your account. Click the blue plus sign and then search for Hartford Union High School, then click add.



Step 4: Add Enrollment Information. Click “Currently Enrolled”. Add date of birth, gender, year you started high school and expected graduation year. Read through the FERPA Privacy rights information and select your right to access choice. Select that you would like your credentials stored in your account. Click Consent and Request.

Step 5: Click Order your Transcript.



Step 6: Type “Common App” in the search box and select the choice “The Common Application (First Year Applicants)”. Next, enter your Common App ID in the box and click continue. Once you have submitted your transcript to the Common App, your transcript is ready for submission to ALL of your Common App colleges. You do not need to submit one for each college.

