



King William High 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. You will need an account in order to send a transcript to any college, technical school, scholarship, military program, or other post-graduate plans you have after high school.

- * Go to: www.parchment.com/register**
- * Click on “create an account” at the top of the page**
- * Click on “learners and parents”**
- * Answer the questions, including your graduation year and your DOB- even if your parent is completing this for you, it should be your (the student) DOB.**
- *Validate your email address**
- * Click on the plus sign + to add KWHS to your account. Once you do that, you can request transcripts. The college questions are optional, you do not have to answer them.**

This is a free service to you and your parents. Most colleges do not charge a fee to have your transcript sent. If, for some reason, your college charges a fee for sending your transcript do not pay the fee. If that occurs, let Ms. Marek know where you need your transcript sent and we will mail it.

**If you have any questions, contact Parchment Support
(<http://support.parchment.com>).**