

REQUESTING TRANSCRIPTS

For All Transcripts Make Sure To:

- Submit a request at least 3-4 weeks before the deadlines to allow for processing time.
- **Send transcripts directly to each college or university. DO NOT SEND THEM TO YOURSELF!!!**

Colleges and Universities require that applicants submit transcripts from ALL high schools attended. This includes your:

District Transcript

- Submit your 9th and/or 10th grade district transcripts.
 - ✓ If your school uses Parchment.com follow the Instructions below. Otherwise contact the high school for their specific ordering instructions.
- If you were home schooled submit a copy of your home school transcript.

ECA Transcript

- Follow the Parchment.com Instructions below.

EMU Transcript

- Log on to your my.emich.edu account
 - ✓ Click on Student Services
 - ✓ Click on National Student Clearinghouse
 - ✓ Follow the instructions for requesting your transcript
 - ✓ There may be a \$5.00 fee

Parchment.com Instructions

1. Go to www.parchment.com
2. In the upper right hand corner, select create an account.
3. Follow the instructions for creating your account.