



FINAL TRANSCRIPT PROCEDURES Class of 2021 Graduates

What is Parchment?

Parchment provides Stagg students with the ability to request transcripts through an online ordering interface. Transcripts requested online are sent securely to the colleges, universities, scholarship funds, or any other destination selected by the students. **Please note, all fees must be paid prior to final transcript requests being processed.**

Graduating Class of 2021 now have the opportunity to request their final transcripts easily through Parchment! Here are some details and FAQ's:

- **What is a final transcript?** It includes all high school grades through 2nd semester senior year as well as the student's graduation date. No SAT or ACT test scores are listed on a student's transcript. If you need your ACT scores go to <http://www.act.org/> and if you need your SAT scores go to <https://www.collegeboard.org/> to request your score reports.
- **How to request a final transcript?** Seniors should log into their Parchment account and request their final transcript as soon as they have made their college decision. Students must select **"Hold for Grades"** when requesting their final transcripts.
- **When will final transcripts be available?** Final transcripts will be available on **Tuesday June 15th**, including the "Hold for Grades" requests. This is when the district office will update Skyward with the graduation dates, all final grades and percentile bands for all three D230 high schools.
- **Is there a cost?** Not until August 1st, 2021. After that, there will be a small charge (\$3-\$6). If you are being assessed a fee before **August 1st** please check your Parchment account to make sure you have your graduation year listed as 2021. Any Parchment account with a graduation year of 2020 or earlier will be charged a processing fee as an alumni.
- **Will students still have access to their District 230 email account after graduation?** No. Students will need to update their Parchment accounts with their personal email if they used their d230.org email when they originally set up their Parchment account. **VERY IMPORTANT: Students will need to update their Parchment account with their personal email before graduation on May 22, 2021 . Please follow these instructions: [Update email info on Parchment](#)**
- To set up your account with Parchment or to log into your Parchment account please access the following link: [HERE](#)
- **What if my college is not listed on Parchment, or I am joining the military, a trade union, or entering the workforce?** If a student's college choice is not listed in Parchment, please email the registrar at cvorel@d230.org and she will mail the final transcript directly to the college or university. If the student is joining the military, a trade union, or entering the workforce, they can request a copy of their final transcript to be mailed to their home address through Parchment, and students must select **"Hold for Grades"** when requesting their final transcript.

Best wishes and good luck to the Class of 2021 from the Stagg Guidance Department!