

## College Applications/Parchment

### Online Applications

Almost all colleges offer on-line application. This is the quickest and easiest method to apply to college. (Students who do not apply on-line must remember to download the counselor page and bring in a stamped-addressed envelope to the Guidance Office so that school records and transcripts can be sent to the university.) Students who do apply on-line should have their transcript and counselor forms sent electronically through Parchment.

Parchment allows students to track when transcripts are sent and received. The cost of sending is FREE to colleges and universities nationwide.

Follow these steps:

1. Go to [www.parchment.com](http://www.parchment.com).
2. Create your Parchment account following the instructions on the site. Write down your email address and password somewhere you will not forget it.

For further logins:

3. Sign in to your account using the email and password that you created. You will see My Parchment Dashboard. **YOU DO NOT NEED TO COMPLETE YOUR PROFILE TO ORDER TRANSCRIPTS!!** Just click on Transcripts or Order at the top.
4. It will prompt you to select your high school. Type in New Haven High School and search. Select our New Haven High School. Click on Continue.
5. Enter your enrollment information – check currently enrolled. Then Earliest Year of attendance – 2012 and Latest year of attendance – 2016.
6. Check the FERPA Privacy Act Information. Either choice is fine.
7. Parent Access Approval page will appear next. Sign your parent's name on the screen.
8. Enter your address and requested information on the next screen.
9. Now you are ready to choose the college/universities you are applying to. Click on academic institution and type in college name. Click Search and a list of possible matching schools will appear. Make your selection and click Save and Continue. Confirm that the cost is \$0.00 and click Continue. You will then have a summary that I would recommend you print off for your records.

Follow this procedure anytime you need a transcript to be sent.