

# PENSACOLA CATHOLIC HIGH SCHOOL

## SENIOR PARCHMENT TRANSCRIPT REQUEST INSTRUCTIONS



Transcripts are considered official documents and are typically issued directly by the academic institution or its authorized representatives. They often bear the institution's imprint and are enclosed in sealed envelopes to maintain their integrity and authenticity. In some cases, electronic transcripts may also be available, which are sent securely via email or through an online portal.

Transcripts may take anywhere from 24-48 hours to be sent. Please contact Mrs. Kyte about the request before requesting.

- ⇒ For Current Seniors Applying to Colleges / Universities, Select Common App
  - This option should lead you to Common App Process. Please speak to Mrs. Kyte for assistance.
- ⇒ If you are applying to any other Colleges / Universities that don't use Common App, Select Parchment Transcript.

Below are the steps how everyone at Pensacola Catholic High School may request transcripts.

- ⇒ Go to [pensacolachs.org/transcripts](https://pensacolachs.org/transcripts)  
Screen should show as below



**PENSACOLA CATHOLIC HIGH SCHOOL**

Home About CHS Academics Admissions Alumni Athletics Faculty Parents Students Multimedia Contact Us Calendar

## ORDER TRANSCRIPTS

Pensacola Catholic High School has partnered with Parchment to provide seamless transcript requests for students and alumni.

**CONTACT**

Mary Kyte  
Guidance Director  
mkyte@pensacolachs.org

**HOW TO ORDER**

Common App Transcript (Pensacola Catholic Seniors Only)

Pay Now: Transcript

Parchment Transcript (Seniors & Alumni Students)

Pay Now: Transcript

Click the "Transcript" button to be re-directed to the Parchment site.



# Senior Parchment Transcript Request Instructions

## Step 1

Learner Account

 **Pensacola Catholic High School**  
3043 W Scott St, Pensacola, FL 32505-5499, US

 Ordering your own credentials  
or academic records

OR

 Ordering on behalf of  
someone else

A MESSAGE FROM PENSACOLA CATHOLIC HIGH SCHOOL

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.


START HERE - ENTER YOUR EMAIL ADDRESS

Or Click Here if you have a Registration Code

Continue

All items marked with a red asterisk are required.


By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

Support: Screen Share  Terms of Use Privacy Policy

⇒ Once brought here, enter your email address. If you have an account please simply log in to Parchment

OR

⇒ If you don't have an account please create one.  
Enter all required fields.

 **Pensacola Catholic High School**  
would like you to provide the following information:

\* Are you currently enrolled?

\* Your first year of attendance

Your Student ID Number

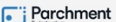
\* Please verify your name while attending

☐ **John Doe**


☐ Other name variation or maiden name

CONTINUE

All items marked with a red asterisk are required.

 **Parchment**  
By transcript

ENTER YOUR PERSONAL INFORMATION

keith.haynes@schools.ptdiocese.org 

\* First Name Middle Name \* Last Name

\* Month Of Birth \* Day Of Birth \* Year Of Birth

\* Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

\* Cell Phone

United States of America

\* Address 1

Address 2

\* City \* State/Province \* Postal Code


CHOOSE A PASSWORD

\* Password \* Retype Password

CREATE ACCOUNT & CONTINUE

All items marked with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

Support: Screen Share  Terms of Use P

## Step 2


⇒ Answer these questions. If your name does not automatically populate in the 4<sup>th</sup> section, select "Other name variation or maiden name"



# Senior Parchment Transcript Request Instructions


## Step 3

⇒ Select  
Transcripts


 **Parchment**  
By Instructure

[DASHBOARD](#) [ORDERS](#) [PROFILE](#) ▼

Available Credentials [CANCEL](#) ×




The following credentials are available from **Pensacola Catholic High School**. Start your order by selecting a credential listed below (you can add more later)



### Enrollment Verification

An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura ... [View Full Description](#)


Order



### Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.


Order



### Graduation Verification


A Graduation Verification Certificate is used to confirm that a learner has successfully completed a program of study. For example, a Degree Certificate is often used to signify that a learner has co ... [View Full Description](#)

Order

 **Parchment**  
By Instructure

[DASHBOARD](#) [ORDERS](#) [PROFILE](#) ▼

[< BACK](#) Set Delivery Destination [CANCEL](#) ×





INTERNATIONAL MAILING DELAYS: PLEASE NOTE: We are seeing longer than normal backlogs in International Customs Offices. Please allow 4 -6 weeks for International shipments sent via mail. Parchment is unable to issue refunds related to this delay. Please keep this in mind when selecting your delivery method.

Your order will be sent from **Pensacola Catholic High School** to the individual and/or organization at the destination below.

Search

OR

 I'm sending to myself or another individual 

## Step 4

⇒ Here, you select the College/University you desire the transcript to go to. If you desire a copy, please select to send to a specific email. Or please contact Mrs. Kyte for further instruction.

**\*\* Please be aware transcripts being sent to ACC/personal email will be unofficial transcripts.**

[Support: Help Center](#)

[Support: Screen Share](#)

[Terms of Use](#)

[Privacy Policy](#)



# Senior Parchment Transcript Request Instructions

## Step 5

⇒ Confirm the order Details.

Sign electronically at the bottom of the page.

Check the consent box and hit continue.

Confirm the order on the next page.

**Parchment** By Infrastructure [DASHBOARD](#) [ORDERS](#) [PROFILE](#) ▼

[< BACK](#) **Item Details** [CANCEL](#) ×

Transcript  
For: **John Doe**

FROM Pensacola Catholic High School  
Pensacola, FL

TO John Doe

Delivery Method: **Electronic**

Credential Fee:	\$5.00
Item Total:	\$5.00

Add An Attachment File

☐ Would you like to add an attachment file? (optional) [Add Attachment](#)

## Step 6

⇒ Complete the payment section and hit “Submit Payment”

**Parchment** By Infrastructure

**PARCMENT SECURE PAYMENT GATEWAY**  
Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

**Payment Information**

Enter first and last name as it appears on credit card

✓ John

✓ Doe

★ Credit Card Number

★ Exp Month ▼

★ Exp Year ▼

★ CVV

**Order Total: \$5.00**  
\$5.00 will be charged to this card.