

PENSACOLA CATHOLIC HIGH SCHOOL

SENIOR PARCHMENT TRANSCRIPT REQUEST INSTRUCTIONS



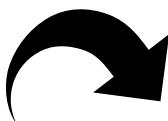
Transcripts are considered official documents and are typically issued directly by the academic institution or its authorized representatives. They often bear the institution's imprint and are enclosed in sealed envelopes to maintain their integrity and authenticity. In some cases, electronic transcripts 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
Screen should show as below



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

Transcripts sent via Parchment are
Additionally, current seniors
Upon connecting account to
be purchased to process transcripts.

HOW TO ORDER

Common App Transcript (Pensacola Catholic Seniors Only)

► \$25.00 + 3% Handling Fee

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

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

Email: 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 Parchment Terms of Use Privacy Policy

Step 1

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

OR

Parchment

ENTER YOUR PERSONAL INFORMATION

keith.haynes@schools.ptdiocese.org [Edit](#)

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 Parchment Terms of Use

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.

Step 2

⇒ Answer these questions. If your name does not automatically populate in the 4th 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 X

 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 insurance ... [View Full Description](#)

Order

TRANSCRIPT

An academic transcript is an 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 completed ... [View Full Description](#)

Order



DASHBOARD ORDERS PROFILE ▾

◀ BACK

Set Delivery Destination

CANCEL X



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.

Where would you like to send the credential? **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



DASHBOARD ORDERS PROFILE ▾



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 Instructure

Item Details

BACK 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 Instructure

PARCHMENT 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

VISA MasterCard Discover American Express

Order Total: \$5.00

\$5.00 will be charged to this card.