Unofficial transcripts

When you add a high school to your account, you have the option to receive a copy of your unofficial transcript for free. It goes straight into your Parchment account and is available for you to view at any time. It cannot be used as an official transcript and cannot be sent anywhere.

Your unofficial transcript will not update automatically. You must delete the transcript in your account and request the latest version of your transcript to be delivered to your Parchment account.

To access your unofficial transcript:

- 1. Log in to Parchment.com.
- 2. Click Transcripts.
- 3. Click View or Delete next to your unofficial transcript.

To request a new unofficial transcript:

- 1. Log in to Parchment.com.
- 2. Click Transcripts.
- 3. Click **Delete** next to your unofficial transcript.
- 4. Click **Confirm** in the pop-up window.
- 5. Click Request latest transcript for online view.