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Skip quick questions and go to the Orders tab in the upper right hand corner.

To Request Transcripts

- Click on "Orders"
- Create New Order
- Click on "+ Start by adding a school or organization you attended"
- Search for Cedar Springs High School
- Click "Add"
- Click "I waive my right to access"
- Fill out the required information and click "Consent and Request"
- Finally, click on "Order", click that you want to send your credentials to an academic organization, admissions office, business, or other organization
- Search for the School and then click "Select"
- Once schools are selected click "Save & Continue" and follow the final steps