



Parchment Account Setup 2022-23 (Transcript-Sending Site)

Each time you apply to a college you must request the high school transcript be sent to the institution through Parchment. With this account, you can also request *unofficial* transcripts for self-view, printing or downloading for scholarship applications.

- 1) www.madison.k12.in.us → Schools → MCHS → Student Life → Scholarships
- 2) Select the red icon on the right: "Parchment." From the dropdown menu, choose "Order my own transcript or credentials."
- 3) In the "Order From" search bar, search for "Madison Consolidated High School."
- 4) Choose "New Learner Account" and select "I do NOT have a registration code."
 - **TIPS:**
 - Start year (2019 was your freshman year)
 - Last year attended: "2023" showing that you are still currently enrolled
 - Highest Level of education: "12th"
 - WRITE down your username and password!
- 5) Click the "+" button to add "Madison Consolidated High School" as the school you will send your transcript FROM. Confirm your identifying information.
- 6) Click on "Order Your Transcript." Search for the institution you want to *send your transcript TO* (check the address to confirm it is the campus you want to apply to).

Ivy Tech Community College Transcripts:

To transfer your college credits earned from Ivy Tech during high school to your post-secondary institution, it is REQUIRED that you request your official college transcript from Ivy Tech. (Unofficial ITCC Transcripts can be used for college visits and meetings with advisors. Students can print an unofficial transcript from your MyIvy account at myivy.ivytech.edu.) **To send your OFFICIAL transcript:**

- Log in to your Parchment account.
- Choose "ORDERS" from the top right menu.
- Scroll down to see the link "Add another school you attended."
- Click on the link offered: "Ivy Tech offers ordering...on *their site*."
- Create a NEW ACCOUNT if you have never requested your official ITCC documents before (or log in if you have previously set up this account).
- Follow directions to set up your identifying information.
- Select "Transcript."
- Select "Order" and search for the college you want to send the credit to. There may be a minimal fee, approximately \$5.