



Parchment Account Setup 2021-22 (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 & print or download copies 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 transcript or credentials".

3) In the "Order from" search bar search for "Madison Consolidated"

4) Choose "New Learner Account" and select I do NOT have a registration code.

TIPS:

- Start year (2018 was your freshman year)
- Last year attended: "2022" showing that you are still currently enrolled
- Highest Level of education: "12th"
- WRITE down your username and password!

5) Click the 'order' button for "Madison Consolidated" which is where your transcript will come FROM.

6) In the search bar, begin searching for the institution you want to send TO.

7) Search for your prospective college (check the address to confirm it is the campus you want to apply to).

Ivy Tech Transcripts:

Transferring College Credits to your Post-Secondary Institution: 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.

- Log in to your Parchment account.
- Choose "ORDERS" from the top right menu.
- Click the order button to search for "Ivy Tech" in the search bar. Please note, you must select the Indianapolis address, which is the central office address.
- Continue by indicating where you want to send your transcript TO.
- Unofficial ITCC Transcript: For college visits and meetings with advisors, students can print an unofficial transcript from your MyIvy account at myivy.ivytech.edu.
- Once logged in, click on "unofficial transcripts" under Quicklinks on your myivy home page.