Parchment Account Setup 2024-25
(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 Order & Status, choose "Student/Parent Order."
- 3) In the search bar, search for "Madison Consolidated High Sch."
- 4) Choose "Ordering your own credentials or academic records" then enter your email address
  - **TIPS:**
    - Start year (2021 was your freshman year)
    - Last year attended: "2025" showing that you are still currently enrolled
    - Highest Level of education: "12th"
    - WRITE down your username and password!
- 5) Check your e-mail for confirmation code
- 6) Click the "+" button to add "Madison Consolidated High School" as the school you will send your transcript FROM. Confirm your identifying information.
- 7) 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 "DASHBOARD" from the top right menu.
- Scroll down to see the link "Add another school or organization you attended."
- Search for Ivy Tech in the search bar. *The Indianapolis address is correct and will be your only Ivy Tech option:* choose add
- Follow directions to set up your identifying information.
  - You will need your Ivy Tech student ID or last four digits of your social security number.
- Select "Transcript."
- Select "Order" and search for the college you want to send the credit to. There may be a minimal fee, approximately $5.