



# Final Transcript Requests

# Final Transcript Request

- Log in to Parchment.com and “order” your transcript. A hold will be placed until grades are posted.



- Final transcripts will be sent electronically after all grades are final (likely after June 8)
- Questions about this form or process?

NEED A TRANSCRIPT? Send one now X

### WHICH COLLEGES ARE YOU INTERESTED IN?

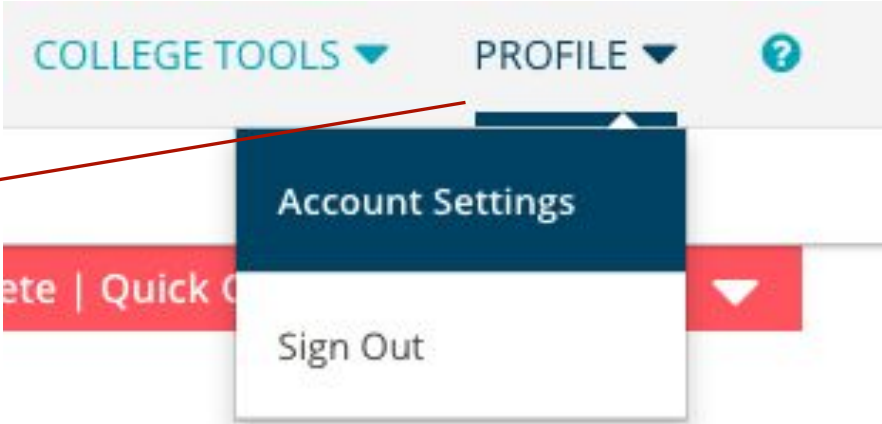
Tell us a few colleges you're interested in so we can give you great recommendations and personalize your Parchment experience. (You can add more later)

  
  
  
NEXT

Once you have created your account, click the "X" to close out of the pop-up notification.

Before requesting a transcript, you need to add your private email to your account.

In the top right corner of the screen, click "Profile" and then "Account Settings"





Edit Profile | Edit Profile Picture  
Counselor Info

Jeffrey Pastiak

Your Schools / Organizations:



Oak Lawn Community High School

Oak Lawn, IL

Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Transcript



Order

Once your secondary email is added to your account, click "Dashboard" at the top of the page to get back to the main screen.

Then, click "Order"

# Select a destination

Where would you like to send your credential

Type the name of the school or organization and click "Search"

Note: If too many options appear, use the "Advanced Search" button to narrow your results.



OR



Yourself or Another Individual

Search

[Advanced Search](#) ▾

Find the correct Institution from the search results and click "Select"




Institution	Location	Organization Type	
University of Illinois - Chicago	Chicago, IL, US	College /Undergraduate	Select
University of Illinois at Urbana-Champaign	Urbana, IL, US	College /Undergraduate	Select

## Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

[Edit Order](#)

 <b>FROM</b> Oak Lawn Community High School Oak Lawn, IL	 <b>TO</b> University of Illinois at Urbana-Champaign Urbana, IL, 61801-3445	
 <b>Transcript</b> Delivery Method Electronic	When do you want this sent? Hold for Grades	
		Credential Fee \$5.00 Shipping / Handling \$0.00
		<hr/>
		Item Total \$5.00
		<hr/>
		Total Credential Fees \$5.00 Total Shipping / Handling \$0.00
		<hr/>
		Order Total \$5.00
<p style="text-align: center;"><a href="#">Continue</a></p>		

1. Review your order and then click “Continue”

2. Sign in the space provided and type your name. Check the box and click “Save & Continue”

When you see the confirmation page, you are all done!

## Provide Consent

I authorize Parchment to release my academic credentials from Oak Lawn Community High School to the destinations I select.

Sign here with mouse or finger:

X

[Clear Signature](#)

Type Name:

Jeffrey M Pastiak

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

[Save & Continue](#)



Congratulations and  
Best Wishes!