- 1. Log into your Parchment account.
- 2. From your Parchment Dashboard, click on add another school and enter Forsyth County Schools Alumni.

https://www.parchment.com/u/dashboard



ର୍ 🥑

A٩

3. Type Forsyth County Schools Alumni in the search field and click add beside Forsyth County Schools Alumni

| https://www.parchment.com/u/order/searchSendingInstitutions | | | | | A | 5 |
|---|--|----------------------|-------------|-----|---|---|
| parchment DASHBOARD ORDERS | | | PROFILE 🔻 | | | |
| | 1. Search 2. Enrollment Info | | | | | |
| | Add Your School or Organization | | | | | |
| | Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts. | | | | | |
| | Forsyth County Schools Alumni | | Search | | | |
| | | Advanced Sear | <u>ch</u> ▼ | | | |
| | School/Organization | Location | Туре | | | |
| ~ | Forsyth County Schools Alumni | Cumming, GA, US | High School | | | |
| | LaVille Jr-Sr High School | Lakeville, IN, US | High School | ADD | | |
| | CHAPMANVILLE REGIONAL HIGH SCHOOL | Logan, WV, US | High School | ADD | | |
| | Hamilton County Senior High | Mc Leansboro, IL, US | High School | ADD | | |
| | St. Clair County Hig School | Odenville, AL, US | High School | ADD | | |
| | FFSD Alumni | Ferguson, MO, US | High School | ADD | | |
| | Fairview High School | Fairview, MI, US | High School | ADD | | |
| | West Forsyth High School | Clemmons, NC, US | High School | ADD | | |
| | Central City High School | Central City, NE, US | High School | ADD | | |



4. Answer all of the questions, then click continue.

| parchment [®] | DASHBOARD | ORDERS | PROFILE 🔻 |
|------------------------|-----------|--------|-----------|
|------------------------|-----------|--------|-----------|



5. You will now see Forsyth County Schools Alumni and may select Other Document to order document.



Please be sure to follow the instructions on the Other Document request to email <u>studentinformation@forsyth.K12.ga.us</u> to specify the Other Document you are requesting after you have submitted your Other Document request.