

Parchment Instructions on how the parent of a **minor (under 18 years old)** child may request records.

- ✚ Students that are 18 years old or older must submit a request for records themselves with their own email address.

1. Go to www.parchment.com and select Order Credentials.

Secure & Reliable End-To-End

parchment.com

parchment
AN INSTRUCTURE COMPANY

Students Platform Pricing Company Book a Demo Order & Status Login

Turn every diploma into an opportunity

Order Now Sign In to Check Status

One partner for lifelong learning.

At Parchment, our mission is to turn credentials into opportunities. Parchment helps learners, academic institutions, and employers request, verify, and receive transcripts, diplomas, and other credentials through a comprehensive platform.

Welcome back 🍌

Manage all of your hard-earned lifelong achievements in one place, accessible from any device at anytime.

What can I help with you today?

Order Credentials

Track an Order

Get Support

This chat may be recorded for quality assurance. You can view our [privacy policy here](#).

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept", you consent to the use of ALL the cookies.

Cookie settings ACCEPT

2. Click here.

The screenshot shows the Parchment website interface. At the top, there is a navigation bar with the Parchment logo, menu items for Students, Platform, Pricing, and Company, a 'Book a Demo' button, and links for Order & Status, Login, and a US flag. The main banner features a young boy holding a globe in front of a chalkboard filled with mathematical equations. The text on the banner reads 'Turn every learner record into an opportunity' with 'Order Now' and 'Sign In to Check Status' buttons. Below the banner, the text says 'One partner for lifelong learning.' followed by a paragraph about Parchment's mission. A chat window is open on the right side, titled 'Parchment', with a timestamp of 'Today, 1:15 pm'. The chat message says 'Welcome back' and provides instructions on how to manage achievements and place orders. A red arrow points to the word 'here' in the text 'The first step in placing an order is to search for your school here'. At the bottom of the chat window, there is an 'Order Credentials' button.

Secure & Reliable End-To-End

parchment.com

parchment AN INSTRUCTURE COMPANY

Students Platform Pricing Company Book a Demo Order & Status Login

Turn every learner record into an opportunity

Order Now Sign In to Check Status

One partner for lifelong learning.

At Parchment, our mission is to turn credentials into opportunities. Parchment helps learners, academic institutions, and employers request, verify, and receive transcripts, diplomas, and other credentials through a comprehensive platform.

Parchment Today, 1:15 pm

Welcome back 🤗

Manage all of your hard-earned lifelong achievements in one place, accessible from any device at anytime.

What can I help with you today?

Order Credentials

The first step in placing an order is to search for your school [here](#)

Once you have selected your school, you may create a free account, or if you already have an account, you may sign in.

If you are currently a student and can't find your school, you may contact **Member Support** to confirm if your school does not use Parchment to send documents.

3. Enter Forsyth County Schools Alumni and click on Forsyth County Schools Alumni to select.

The screenshot shows the Parchment website interface. At the top, there is a navigation bar with the Parchment logo, menu items for 'Students', 'Platform', 'Pricing', and 'Company', a 'Book a Demo' button, and links for 'Order & Status', 'Login', and a US flag. The main content area features a large heading: "Select your school to order or create an account." Below this, a sub-heading reads: "Type the school or high school equivalency program that is sending your credential below, or to create an account. You will then be able to specify where it needs to be sent." A search input field contains the text "Forsyth County Schools Alumni". A dropdown menu is open below the search field, showing a search result for "Forsyth County Schools Alumni" with the address "1140 Dahlonega Hwy, Cumming, GA, 30040, US" and the label "High School". A red arrow points to the search input field, and another red arrow points to the search result in the dropdown. Below the search results is a "See All Results" button. The page also features two call-to-action boxes: "Have an existing order?" with a "Sign in to Check Status" button, and "Interested in placing an order?" with a "How it Works" button. On the right side, there is a chat window titled "Parchment" with a timestamp of "Today, 1:15 pm". The chat contains a welcome message and a "Order Credentials" button. At the bottom of the page, there is a cookie consent notice and a "Cookie settings" link.

Secure & Reliable End-To-End C x Student Transcript Request Ord x +

parchment.com/students/order-status/

parchment AN INSTRUCTURE COMPANY

Students Platform Pricing Company Book a Demo Order & Status Login Login US

Select your school to order or create an account.

Type the school or high school equivalency program that is sending your credential below, or to create an account. You will then be able to specify where it needs to be sent.

Forsyth County Schools Alumni

Forsyth County Schools Alumni

High School 1140 Dahlonega Hwy Cumming, GA, 30040 US

See All Results

Have an existing order? Sign in to Check Status

Interested in placing an order? How it Works

Parchment Today, 1:15 pm

Welcome back 🤗

Manage all of your hard-earned lifelong achievements in one place, accessible from any device at anytime.

What can I help with you today?

Order Credentials

The first step in placing an order is to search for your school [here](#).

Once you have selected your school, you may create a free account, or if you already have an account, you may sign in.

If you are currently a student and can't find your school, you may contact [Member Support](#) to confirm if your school does not use Parchment to send documents.

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept", you consent to the use of ALL the cookies.

Cookie settings

This chat may be recorded for quality assurance. You can view our [privacy policy here](#).

4. Select ordering your own credentials or academic records, then enter your email address, and click continue.
- You will need to select this option to order on behalf of your child.
 - Do **NOT** select order on behalf of someone else.

Third Party Account

Forsyth County Schools Alumni
1140 Dahlonega Hwy, Cumming, GA, 30040, US

Ordering your own credentials or academic records OR Ordering on behalf of someone else

A MESSAGE FROM FORSYTH COUNTY SCHOOLS ALUMNI

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

The parent/legal guardian must submit requests for former students that are under 18 years of age. The former student must submit requests if they are 18 years old or older. Requests incorrectly submitted will be cancelled.

Each request received is date and time stamped. Requests are processed in the order in which they are received within 5 business days (10 business days during peak times - May, June, July, August, December, and January).

You must enter your correct Grad/Leave Year to have your request routed to the correct school or department for processing. Requests with incorrect information may be cancelled.

Please be sure to enter your Grad/Leave Year for it to appear on your birth certificate. Students who have had

Show More -

START HERE - ENTER YOUR EMAIL ADDRESS

Or Click Here if you have a Registration Code

imaparent2005@gmail.com

Continue

All Items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

5. Enter your child's personal information, enter your contact information, choose a password, check the box, and click continue.

Secure & Reliable End-To-End | Student Transcript Request Ord | Forsyth County Schools Alumni | parchment.com/u/registration/28694843/institution

parcment

Ordering your own credentials or academic records OR Ordering on behalf of someone else

ENTER YOUR PERSONAL INFORMATION

imaparent2005@gmail.com

Ima Test Student
March 18 2016
Other

ENTER YOUR CONTACT INFORMATION

* Cell Phone
6789470863
United States of America
1140 Dahlonega Hwy
Address 2
Cumming Georgia 30040

UNABLE TO VALIDATE ADDRESS

CHOOSE A PASSWORD

***** *****

I have my parents' or legal guardians' permission to create this Parchment account

CREATE ACCOUNT & CONTINUE

* All items marked with a red asterisk are required.

By signing up you agree to the Parchment terms of use and privacy policy.

6. An email will be sent to you with a confirmation key. Log into your email to obtain your confirmation key, then enter the confirmation key and click submit.

Secure & Reliable End-To-End C x Student Transcript Request Ord x Forsyth County Schools Alumni x +

parchment.com/u/registration/28694843/institution/confirm

parchment

Account Confirmation [Cancel X](#)

To create your account, we need to confirm a valid email address

We just sent you a confirmation email.

To gain access to your account, please check imaparent2005@gmail.com and enter the provided registration code below.

Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#) | [Parchment Support](#)

All items marked with a red asterisk are required.

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Labels +

Search mail

Verify your email address

Parchment <parchment@mail.parchment.com> to me

1:26 PM (0 minutes ago)

1 of 1

Hi Ima,

Click the button below to verify that this is your email address or enter your verification code into the page you were just on:

Verify Your Email Address OR Enter Your Verification Code: **kziH12**

Welcome to Parchment! We're happy to have you here.

Thank you,
The Parchment Team

Parchment's [Privacy Policy](#) and [Terms of Use](#)

7. Select the Forsyth County School that your child last attended.

✚ If your child attended an elementary or middle school select Other (I don't see what I am looking for on this list), then enter the school's name.

Select no, not currently attending, enter your child's first year of attendance in Forsyth County Schools and last year of attendance in Forsyth County Schools. Verify your child's name while attending. Then click continue.

The screenshot shows a web browser window with the URL `parchment.com/u/order/enrollment/28694843`. The page title is "Enrollment Information" and includes a "CANCEL" link. The form contains the following fields:

- NAME:** Ima Test Student (with a checkmark icon)
- DOB:** MAR 18, 2016
- * Please select where you last attended:** A dropdown menu with the selected option "Other (I don't see the school I'm looking for in this list)".
- * Please enter the name of the school/organization you last attended:** A text input field containing "Sawnee Elementary".
- Forsyth County logo and text:** "Forsyth County would like you to provide the following information:"
- * Are you currently enrolled?:** A dropdown menu with the selected option "No, not currently attending".
- * Your first year of attendance:** A text input field containing "2020".
- * Year you graduated or left:** A text input field containing "2023".
- * Please verify your name while attending:** Radio buttons for "Ima Test Student" (selected) and "Other name variation or maiden name".
- CONTINUE:** A large green button at the bottom of the form.

A red asterisk at the bottom left indicates that all items marked with a red asterisk are required.

8. Select the document you wish to order.

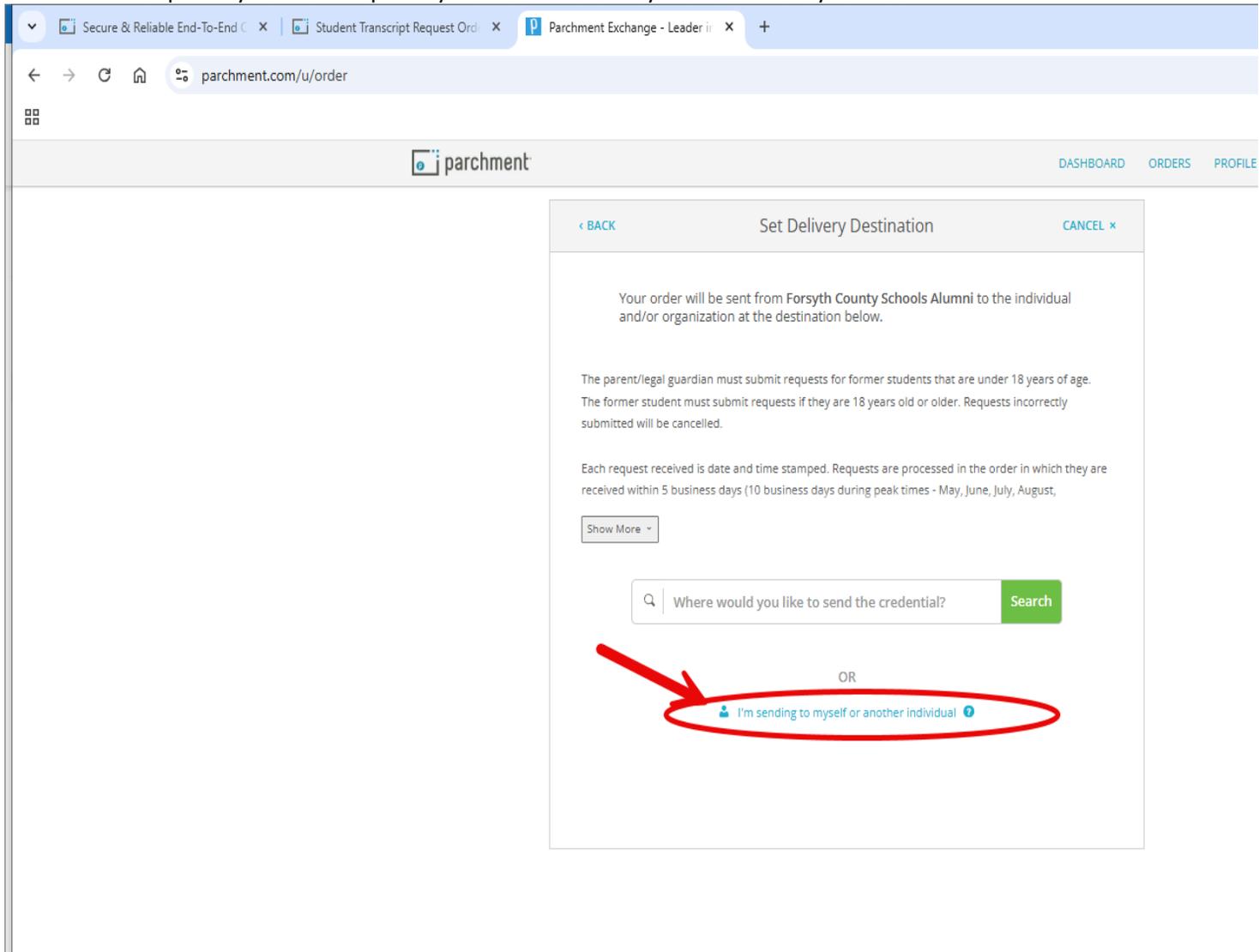
If the document you wish to order is not listed, select Other and email studentinformation@forsyth.k12.ga.us with your child's name, date of birth, and the document you wish to request that is not listed after you have completed your Parchment order.

The screenshot shows the Parchment website interface. At the top, there are navigation links for 'DASHBOARD', 'ORDERS', and 'PROFILE'. The main content area is titled 'Available Credentials' and includes a 'CANCEL' link. Below this, a message states: 'The following credentials are available from Forsyth County Schools Alumni. Start your order by selecting a credential listed below (you can add more later)'. The list of credentials includes:

- OTHER** Immunization Record: An Immunization Record, is a comprehensive record of all vaccinations that you have received. It is provided by your doctor as authorized by you or your legal guardian and it is issued to confirm the... [View Full Description](#). An 'Order' button is present, with a red arrow pointing to it.
- OTHER** Other Document: All other documents not already included in the approved list. An 'Order' button is present, with a red arrow pointing to it.
- TRANSCRIPT** Transcript: An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. An 'Order' button is present, with a red arrow pointing to it.
- OTHER** Demographics Page: All other documents not already included in the approved list. An 'Order' button is present, with a red arrow pointing to it.
- TRANSCRIPT** Elementary Transcript/Report Card: An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. An 'Order' button is present, with a red arrow pointing to it.
- TRANSCRIPT** Middle School Transcript: An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. An 'Order' button is present, with a red arrow pointing to it.

9. Select that you are sending to yourself or another individual or enter the school's name in the search field of where you would like you documents sent.

 Transcripts may not be accepted by a school unless they are sent directly to the school.



The screenshot shows a web browser window with the URL `parchment.com/u/order`. The page title is "Set Delivery Destination". The main content area contains the following text:

Your order will be sent from **Forsyth County Schools Alumni** to the individual and/or organization at the destination below.

The parent/legal guardian must submit requests for former students that are under 18 years of age. The former student must submit requests if they are 18 years old or older. Requests incorrectly submitted will be cancelled.

Each request received is date and time stamped. Requests are processed in the order in which they are received within 5 business days (10 business days during peak times - May, June, July, August).

Below the text is a "Show More" button and a search field with the placeholder text "Where would you like to send the credential?". A green "Search" button is to the right of the search field.

Below the search field is the word "OR" and a radio button option: "I'm sending to myself or another individual". This option is circled in red, and a red arrow points to it.

10. Select electronic or select print and mailed, enter the recipient information, then click continue.
🚩 Transcripts may not be accepted by a school unless they are sent directly to the school.

The screenshot shows the 'Set Delivery Destination' page on the Parchment website. The page title is 'Set Delivery Destination' with 'BACK' and 'CANCEL' links. A message states: 'Your order will be sent from Forsyth County Schools Alumni to the individual and/or organization at the destination below. Select a delivery method for your order.' Two delivery methods are shown: 'Electronic' (with a green checkmark icon and 'Delivered by Email' text) and 'Print & Mailed' (with an envelope icon and 'Printed On Paper & Mailed' text). The 'Electronic' option is circled in red with a red arrow pointing to it. Below is the 'RECIPIENT INFORMATION' section with three rows of recipient details, each with a green checkmark icon: 'Ima Test Parent', 'imatestparent@gmail.com', and 'imatestparent@gmail.com'. A green 'Continue' button is at the bottom of the form, also circled in red. A 'Back to search' link is at the very bottom.

11. The parent or legal guardian must complete this consent section by signing, typing their name, clicking the check box, and clicking continue.

← → ↻ 🏠 parchment.com/u/order

Item Details CANCEL

TRANSCRIPT
Elementary Transcript/Report Card
For: Ima Student

FROM
Forsyth County Schools Alumni
Cumming, GA

TO
Ima Test Parent
imatestparent@gmail.com

Delivery Method: **Electronic**

Credential Fee: \$6.90

Item Total: \$6.90

Add An Attachment File

Would you like to add an attachment file? (optional) [Add Attachment](#)

PLEASE NOTE: A parent or legal guardian must complete this consent section.

Learners under the age of 18 must have a parent or legal guardian complete this section to certify that legal consent has been given as required under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) authorizing the release of the learner's records.

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger [Clear Signature](#)

Ima Parent

Type full name as signed above

Ima Test Parent

I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

* All items marked with a red asterisk are required to submit this form.

12. Click continue.

Secure & Reliable End-To-End C x Student Transcript Request Ord x Parchment Exchange - Leader ir x +

parchment.com/u/order

parchment DASHBOARD ORDERS PROFILE ▼

< BACK Order Summary CANCEL x

ⓘ Your order has not been placed yet. Please review and complete the order below
Here's your order summary Ima [Collapse All](#)

FOR	Student, Ima	1	\$6.90	^
ITEM	Elementary Transcript/Report Card	e ⓘ ↗	\$6.90	🗑
FROM	Forsyth County Schools Alumni			
TO	Ima Test Parent			

[Add another item for Ima Student](#)

Total Credential Fees \$6.90

Order Total \$6.90

CONTINUE

 Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

13. Enter your payment information and you will receive a receipt after you submit.

The screenshot shows the 'PARCHMENT SECURE PAYMENT GATEWAY' interface. At the top, it states 'Parchment adheres to the highest level of PCI compliance and never stores your credit card information.' Below this is the 'Payment Information' section. The form includes fields for: Name (Ima Student), Card Number (12345678910213), Exp Year (2025), Exp Month (Aug), Card Type (VISA, Mastercard, DISCOVER, AMERICAN EXPRESS), Order Total (\$6.90), Billing Address (United States of America, 1140 Dahlonega Hwy, Cumming, Georgia, 30040), and a 'Submit Payment' button. Red circles highlight the fields for Name, Card Number, Exp Year, Exp Month, Billing Address, and City/State/Zip. A red asterisk at the bottom indicates that all items marked with a red asterisk are required to submit the form.

Requests are processed in the order in which they are received within 5 business days (10 business days during peak times). Each request is date and time stamped.