To update your signature on your FERPA consent, please follow the instructions below.

- 1. Log into Parchment (<u>www.parchment.com</u>).
- 2. Select Order Your Transcript from your Dashboard.

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- 3. Enter the name of the school that you would like your transcript sent to.
 - https://www.parchment.com/u/order



4. Click to clear your parent's signature and sign again.

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5. Sign, enter your First Name, Last Name, check the box stating that you consent to the transcript being provided to your school, and click continue.



6. Then continue through the steps to complete your order and pay the fee.