

Presented By:

## ***Parchment K-12***

**Ben Silva** - K12 Customer Success Manager & Team Lead  
**Paul McMorrow** - Sr. K12 Regional Sales Manager

5.6.25



## Today's Agenda

- 1 Michigan eTranscript Initiative**
- 2 Student Communication**
- 3 Student & Administrator Demo**
- 4 New Services**
- 5 Questions**



## HISTORY

- CEPI awarded Parchment with the eTranscript RFP in February of 2009

## PURPOSE

- Provide Michigan Schools/Districts with a **comprehensive records management platform for students, parents and alumni**



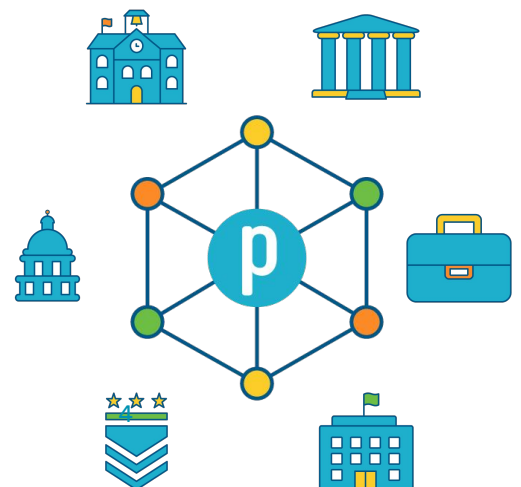
# Goals & Benefits

## BENEFITS

- Faster and more secure admissions
- Simplified Fee Processing
- Modern, easy to use UI
- Delivery Notifications & Tracking Status
- Consistent, Streamlined, and long term access

## GOALS

- Better support a seamless transition from high school to postsecondary pursuits
- Better support a seamless connection between a district's SIS & Parchment

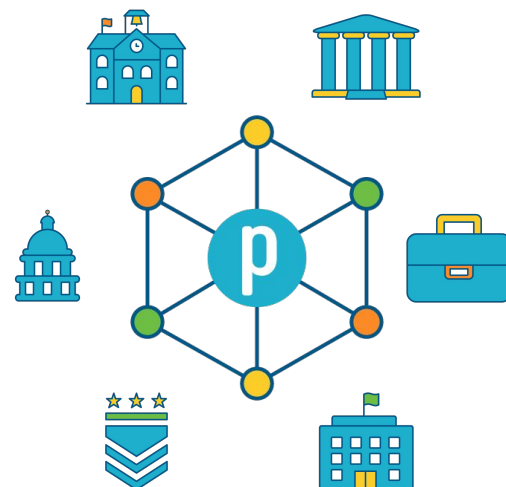


## **DETAILS:**

- Parchment is free for participating Michigan school districts (public, private & charter schools)
- Current Students can request free unlimited electronic transcript requests
- Alumni pay \$4.65 per request (students become alumni on August 1st of graduation year)

## **How to Sign Up:**

- Contacting Paul McMorrow
- Paul will be notified to reach out to schedule demonstration of the product and provide next steps/CEPI user agreement



# Student Communication



### In-Person Communications

- Intercom announcements
- Students dropping by the office
- School Newsletter
- Posters/Handouts
- Print Registration Codes

### Digital Communications

- Email
- Website
- Text Messages
- Social Media
- Web Meetings
- Email Registration Codes



### PARCHMENT HIGH SCHOOL LINKS

Set up or log in into Parchment via the last CCPS high school attended

|                                       |                      |
|---------------------------------------|----------------------|
| Carver College and Career Academy     | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |
| Chesterfield Community High School    | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |
| Clover Hill High School               | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |
| Cosby High School                     | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |
| James River High School               | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |
| Lloyd C. Bird High School             | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |
| Manchester High School                | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |
| Matoaca High School                   | <b>ORDER Records</b> |
| For learners, parents & third parties |                      |



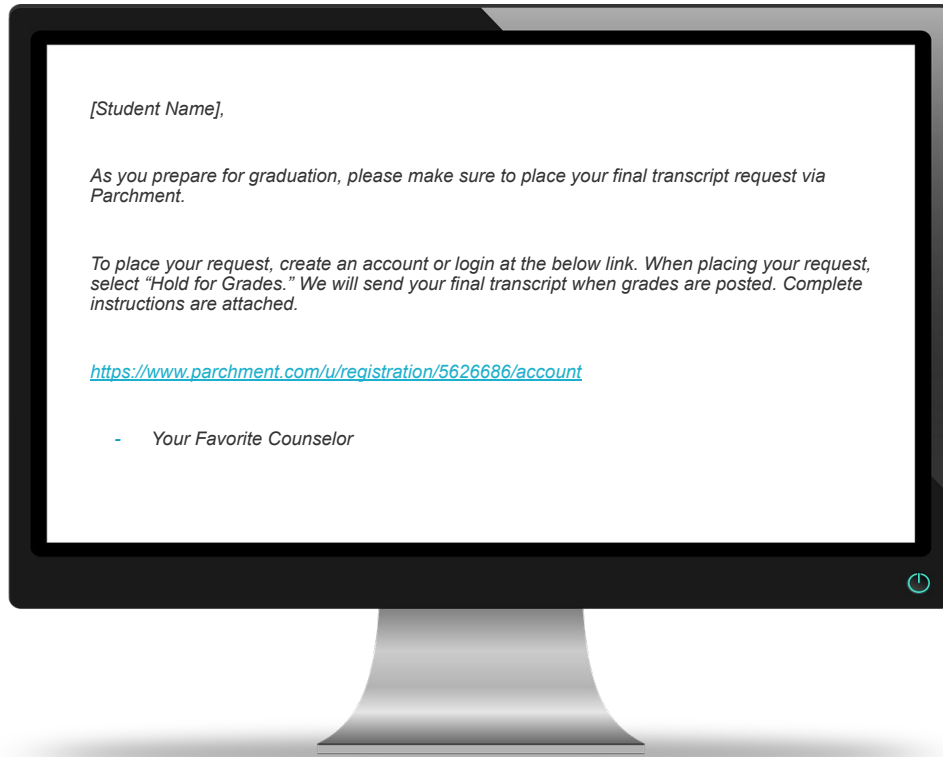
Do your students know the process of placing a request?



Is your website updated with the information about Parchment?



Can you send email or text messages directly to your students/parents? (And if so, what will it say?)





## Student Ordering Experience




## Storefront - Student Login to Existing Account

Learner Account

**Horseshoe Community**  
7001 N Scottsdale, Suite 1050, Scottsdale, MI, 85253, US

 **Ordering your own credentials**  
or academic records

OR

 **Ordering on behalf of**  
someone else

A MESSAGE FROM HORSESHOE COMMUNITY

Welcome to Parchment. Horseshoe High School is offering a new service to send transcripts and other documents digitally and securely. Are you a current student? Please check for your REGISTRATION CODE email prior to getting started.

If you have questions or trouble creating your account, you may contact Mrs. Johnson at 999-909-9989. You can also contact Student Support at the bottom of the page.

START HERE - ENTER YOUR EMAIL ADDRESS

[Or Click Here if you have a Registration Code](#)


All items marked with a red asterisk are required


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

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## Storefront - Student Creating Login

New Learner Account


**Horseshoe Community**  
7001 N Scottsdale, Suite 1050, Scottsdale, MI, 85253, US

 **Ordering your own credentials**  
or academic records

OR

 **Ordering on behalf of**  
someone else

ENTER YOUR PERSONAL INFORMATION

kristin.kostrzewa+test3@parchment.com 

|                              |                |                 |
|------------------------------|----------------|-----------------|
| * First Name                 | Middle Name    | * Last Name     |
| * Month Of Birth             | * Day Of Birth | * Year Of Birth |
| * Highest Level Of Education |                |                 |

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ENTER YOUR CONTACT INFORMATION

\* Cell Phone

United States of America

\* Address 1

Address 2

\* City \* State/Province \* Postal Code

CHOOSE A PASSWORD

\* Password \* Retype Password

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](#).

New Learner Account

**Horseshoe Community**  
7707 N. Scottsdale, Suite 100A, Scottsdale, AZ, 85253, US

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

ENTER YOUR PERSONAL INFORMATION

kristen.kostrzewa-test@parchment.com

Test Middle Name Student  
February 15 2000  
Completed HS; not yet enrolled in college

ENTER YOUR CONTACT INFORMATION

\* Cell Phone  
222-222-2222  
United States of America  
123 State St.  
Address 2  
Aurora Illinois 60510

CHOOSE A PASSWORD

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](#).

Enrollment Information CANCEL ✕

NAME Test Student   
 DOB FEB 15, 2000

Some additional information related to your enrollment is required below.

**Horseshoe Community**  
 would like you to provide the following information:

\* Are you currently enrolled?

✔ No, not currently attending

\* Your first year of attendance

✔ 2020

\* Year you graduated or left

✔ 2024

\* Your Student ID Number

✔ 464621

\* Please verify your name while attending

Test Student  
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

\* All items marked with a red asterisk are required.

Welcome To Parchment

Ordering transcripts and academic credentials through Parchment has never been easier.

**165M+**  
credentials exchanged

**18.7M+**  
learners served

**7.3K+**  
network receivers

Let's get your journey started with some schools you are interested in, so we can provide you with the best order experience possible!

**SELECT COLLEGES YOU ARE INTERESTED IN**  
 Add up to 5 schools. Don't worry, you can always adjust this list at any time.

✔

**Mount Elbert University**  
 Denver, CO

✕

*Well done! Add more schools if you'd like.*

+

🔍

I'm Done Adding Colleges

\* All items with a red asterisk are required.

**ACADEMIC INTEREST**

\* Field Of Study Or Degree Area You Are Interested In

At Least 1 Is Required And You Can Add Up To 5

Limit reached for now, nice job! Remember, you can always remove or add more later.

Architecture  Civil Engineering  Industrial Design

Structural Engineering  Urban Planning

**ACADEMIC INFORMATION**

\* Unweighted GPA  \* Year You Plan To Enter College

\* Have You Taken The SAT?  YES  NO

\* Composite SAT Score  Math Score  Reading & Writing Score

\* Have You Taken The ACT?  YES  NO

**PERSONAL INFORMATION**

\* Ethnicity

\* Gender  Male  Female  Other  Prefer Not To Say

\* I am interested in being discovered by colleges, universities, and other organizations through Parchment and its partners for academic purposes, including recruitment. Find out more about being discovered through Parchment.

YES  NO

**DASHBOARD** [ORDERS](#) [PROFILE](#) ▼

---

[Edit Profile](#) | [Edit Profile Picture](#)

Sample Name

---

Your Schools / Organizations:

**Horseshoe Community**  
Scottsdale, MI

[Enrollment info](#)

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

Order Your Transcript

< BACK Set Delivery Destination CANCEL x

Your order will be sent from **Horseshoe Community** to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual ?

parchment DASHBOARD ORDERS PROFILE ▾

Set Delivery Destination CANCEL x

Your order will be sent from **Horseshoe Community** to the individual and/or organization at the destination below.

Hello Students,  
If you are requesting your transcript to be sent at the end of the semester, be sure to select HOLD FOR GRADES. All requests without a hold will be sent with current transcript.

example Search

- Example Digital University10  
Scottsdale, AZ, US
- Marinello Beauty College  
Stockton, CA, US
- Northwest College -Tualatin  
Tualatin, OR, US
- River Parishes Community College  
Gonzales, LA, US

[See All Results](#)  
Not finding what you're looking for?  
[Enter Your Own](#)



1. Students must select the “HOLD FOR GRADES” option when placing their final transcript request.
2. You, the Parchment Administrator, must confirm the posting of grades in your Parchment Account, then upload the batch of transcripts.



# Administrator Experience

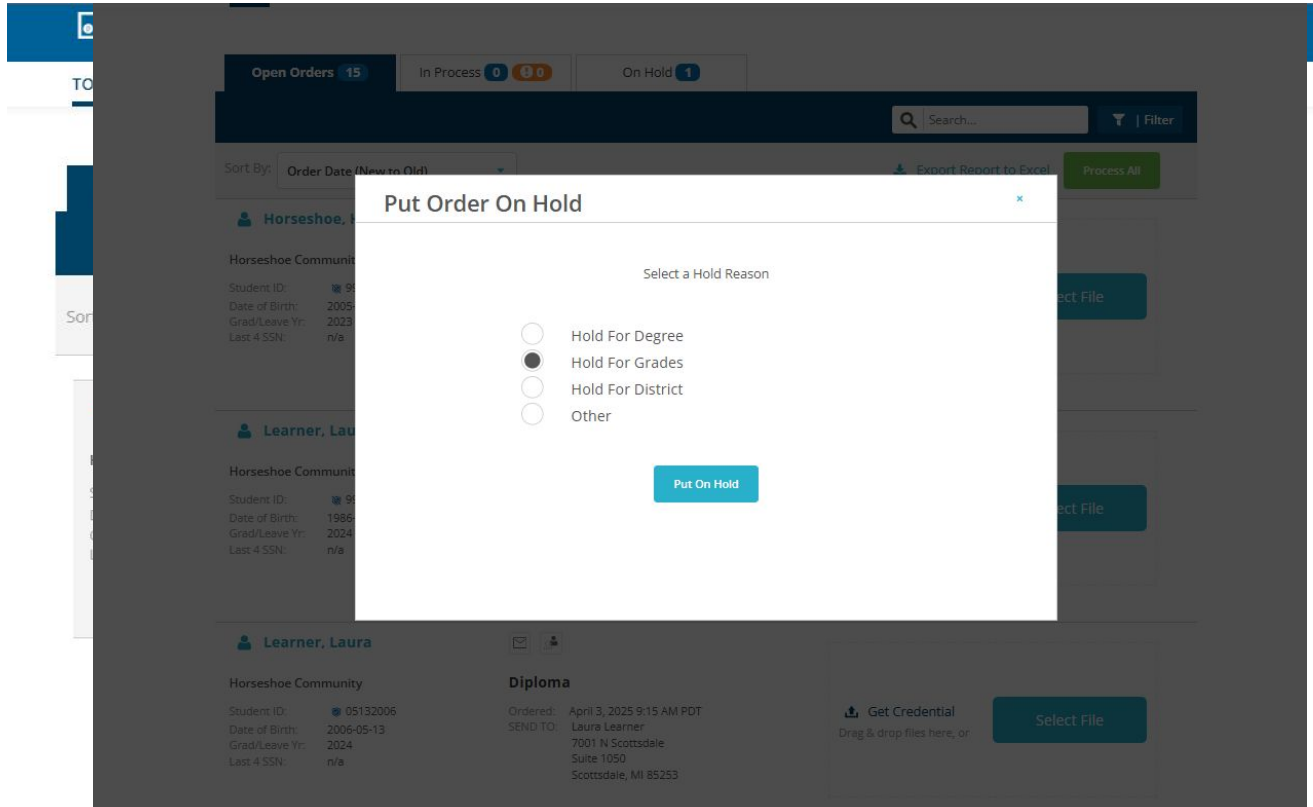


## On Hold

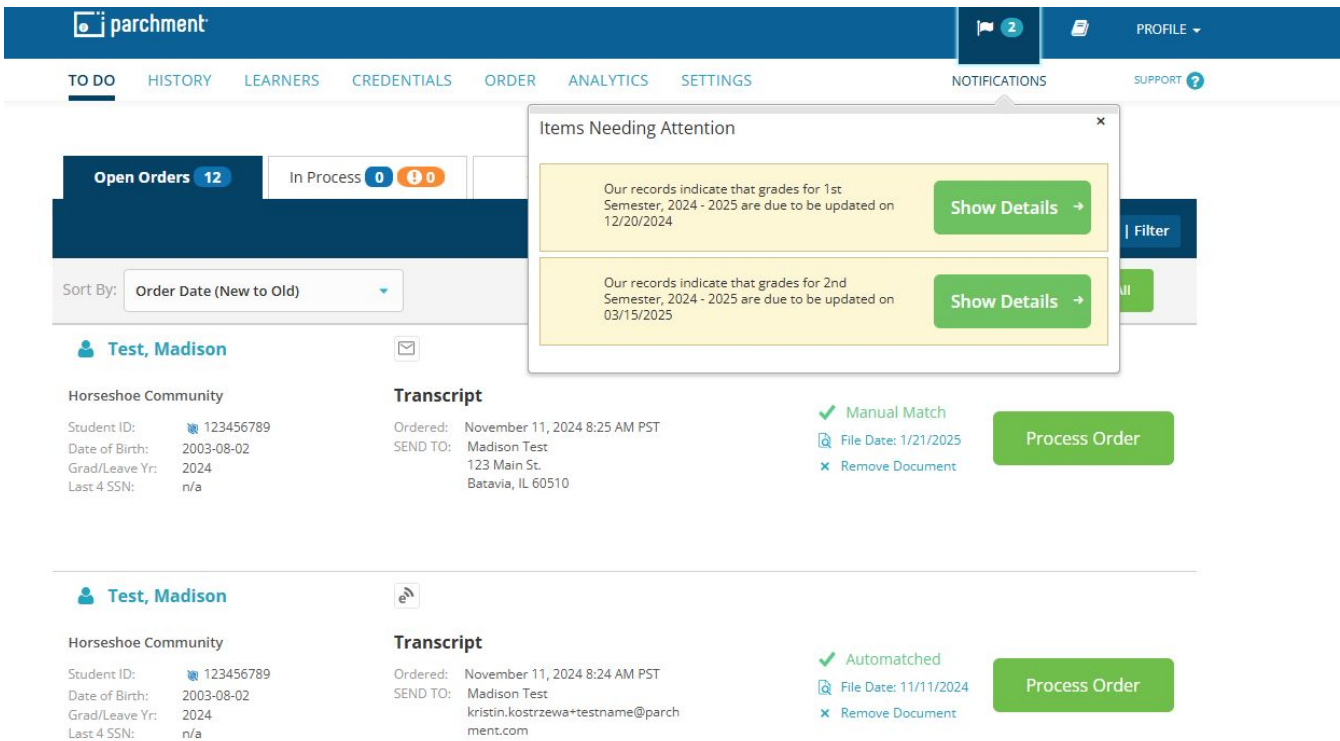
The screenshot displays the Parchment administrator interface. At the top, there is a navigation bar with the Parchment logo, a notification bell with '2', a document icon, and a 'PROFILE' dropdown. Below this is a menu with 'TO DO', 'HISTORY', 'LEARNERS', 'CREDENTIALS', 'ORDER', 'ANALYTICS', 'SETTINGS', and 'SUPPORT'. The main content area shows a summary of order statuses: 'Open Orders 72', 'In Process 0', and 'On Hold 7'. There is an 'Export Report to Excel' link and a search bar. The list is sorted by 'Order Date (New to Old)'. Three transcript records are shown, each with a 'Remove Hold' button.

| Student Name  | Community           | Transcript Title | Ordered                    | SEND TO                                       | Status          | Action      |
|---------------|---------------------|------------------|----------------------------|---|-----------------|-------------|
| Adams, Alyssa | Horseshoe Community | Transcript       | July 29, 2021 10:53 AM PDT | Erica Rogers<br>michele.deveney@parchment.com | Hold for Grades | Remove Hold |
| Bronson, Ben  | Horseshoe Community | Transcript       | March 3, 2021 4:11 AM PST  | Unofficial Self View - No Fee                 | Hold for Grades | Remove Hold |
| Smith, Matt   | Horseshoe Community | Transcript       | March 2, 2021 10:36 PM PST | Unofficial Self View - No Fee                 | Hold for Grades | Remove Hold |

# Manually Adding a Hold



# How to Confirm Grades have Posted



# How to Confirm Grades Have Posted

The screenshot shows the Parchment dashboard interface. At the top, there is a navigation bar with 'parchment' logo, a notification bell with '1', and a 'PROFILE' dropdown. Below this is a secondary navigation bar with tabs: TO DO, HISTORY, LEARNERS, CREDENTIALS, ORDER, ANALYTICS, SETTINGS, NOTIFICATIONS, and SUPPORT. The main content area features a summary bar with 'Open Orders 12' and 'In Process 0'. A modal window titled 'Items Needing Attention' is open, displaying a message: 'Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025' with a 'Show Details' button. Below the modal, there are two transcript entries for 'Test, Madison' from 'Horseshoe Community'. Each entry includes student information (ID: 123456789, DOB: 2003-08-02, Grad/Leave Yr: 2024, Last 4 SSN: n/a) and transcript details (Ordered: November 11, 2024 8:25 AM PST; SEND TO: Madison Test, 123 Main St, Batavia, IL 60510). The first entry is marked as a 'Manual Match' with a file date of 1/21/2025 and a 'Process Order' button. The second entry is marked as 'Automatched' with a file date of 11/11/2024 and a 'Process Order' button. A 'Filter' button is visible on the right side of the transcript list.

# How to Confirm Grades Have Posted

This screenshot is identical to the one above, showing the Parchment dashboard with the 'Items Needing Attention' modal and two transcript entries for 'Test, Madison'. The modal message is: 'Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025. Please confirm that grades were posted, or update the expected posting date.' The transcript entries and their associated 'Process Order' buttons are also visible.

parchment 1 PROFILE

TO DO HISTORY LEARNERS CREDENTIALS ORDER ANALYTICS SETTINGS SUPPORT

## Confirm that 2nd Semester, 2024 - 2025 grades have been posted

Please confirm that grades have been posted for 2nd Semester, 2024 - 2025, or update the date when grades are expected to be posted.

- Yes, grades have been posted. Release any student requests for 2nd Semester, 2024 - 2025
- No, grades have not yet been posted. Grades are expected to be posted on:

Continue

Open Orders 72 In Process 0 On Hold 7 Export Report to Excel

Search... Filter

Sort By: Order Date (New to Old)

|  |  |                 |             |
|--|--|-----------------|-------------|
| <b>Adams, Alyssa</b><br>Horseshoe Community<br>Student ID: 234678<br>Date of Birth: 2002-03-03<br>Grad/Leave Yr: 2020<br>Last 4 SSN: n/a | <b>Transcript</b><br>Ordered: July 29, 2021 10:53 AM PDT<br>SEND TO: Erica Rogers<br>michele.deveney@parchment.com | Hold for Grades | Remove Hold |
| <b>Bronson, Ben</b><br>Horseshoe Community<br>Student ID: n/a<br>Date of Birth: 2005-03-03<br>Grad/Leave Yr: 2022<br>Last 4 SSN: n/a     | <b>Transcript</b><br>Ordered: March 3, 2021 4:11 AM PST<br>SEND TO: Unofficial Self View - No Fee                  | Hold for Grades | Remove Hold |
| <b>Smith, Matt</b><br>Horseshoe Community<br>Student ID: n/a<br>Date of Birth: 2006-02-22<br>Grad/Leave Yr: 2024<br>Last 4 SSN: n/a      | <b>Transcript</b><br>Ordered: March 2, 2021 10:36 PM PST<br>SEND TO: Unofficial Self View - No Fee                 | Hold for Grades | Remove Hold |

You will be reminded on the entered date to confirm grades.

## Confirm that 2nd Semester, 2024 - 2025 grades have been posted

Please confirm that grades have been posted for 2nd Semester, 2024 - 2025, or update the date when grades are expected to be posted.

Yes, grades have been posted. Release any student requests for 2nd Semester, 2024 - 2025

No, grades have not yet been posted. Grades are expected to be posted on:

Continue

### Grading System and Grading Periods

\* Grading System: Semesters - 2 grading periods per year

\* Grading Period Calendar: Academic Year (Aug 1 - Jul 31)

Submit

### Grading Periods

Select the estimated dates grades will be posted for your 2 Semesters. The grading periods will be set for the 2024 - 2025 academic year and will automatically be updated for each subsequent academic year.

\* 1st Semester Dec 20

\* 2nd Semester Mar 15

Save



1. Students must select the "HOLD FOR GRADES" option when placing their final transcript request.



2. You, the Parchment Administrator, must confirm the posting of grades in your Parchment Account, then upload the batch of transcripts.



🚩 2 📄 PROFILE ▾

TO DO HISTORY **LEARNERS** CREDENTIALS ORDER ANALYTICS SETTINGS SUPPORT ?

**Manage Learners** Invite Learners Match Learner Accounts

Actions ▾  🔍

| <input type="checkbox"/> |                 | ID     | Grad / Leave Yr | Parchment.com Account                       | Transcript | Other Credentials |   |
|--------------------------|-----------------|--------|-----------------|---|------------|-------------------|---|
| <input type="checkbox"/> |                 | 234678 | 2020            | <a href="#">michele.deveney+alysa@parch</a> | ✓          | —                 | > |
| <input type="checkbox"/> |                 | 156745 | 2018            | NO  | ✓          | —                 | > |
| <input type="checkbox"/> | Andrews Charlee | 34325  | 2019            | NO  | ✓          | —                 | > |
| <input type="checkbox"/> | Bauer Joe       | 234568 | 2019            | NO  | —          | —                 | > |

## Import Student Roster

CONTINUE

→ **Upload Student Roster**

Map Columns  
Upload

[View Upload History](#)

**Roster Name**

Add New ▾

Grad Year 2025

**Data File**

Drag and drop files here, or

Browse

CSV
XLS

**File Type**

Comma Delimited
  Tab Delimited

**File Headers**

Yes
  No

**CSV Template**

(Reference Template for how to define your data file)

| Home  |               |                |            |            |                               |               |       |     | Insert                | Draw  | Page Layout | Formulas | Data | Review | View |
|-------|---------------|----------------|------------|------------|-------------------------------|---------------|-------|-----|-----------------------|-------|-------------|----------|------|--------|------|
| Paste |               | Calibri (Body) |            | 12         | A <sup>^</sup> A <sup>v</sup> |               | ≡ ≡ ≡ |     | ↻                     | ab    |             |          |      |        |      |
| B I U |               | ≡ ≡ ≡          |            | ≡ ≡ ≡      |                               | ≡ ≡ ≡         |       | ↔ ↔ |                       | ≡ ≡ ≡ |             |          |      |        |      |
| A1    |               |                |            |            |                               |               |       |     | fx Student First Name |       |             |          |      |        |      |
|       | A             | B              | C          | D          | E                             | F             | G     | H   | I                     |       |             |          |      |        |      |
| 1     | Student First | Student Last   | Student Id | Birth Date | Grad Year                     | Email Address |       |     |                       |       |             |          |      |        |      |
| 2     | Michele       | Deveney        | 1223456    | 7/12/99    | 2017                          | test@test.com |       |     |                       |       |             |          |      |        |      |
| 3     |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 4     |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 5     |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 6     |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 7     |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 8     |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 9     |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 10    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 11    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 12    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 13    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 14    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 15    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 16    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 17    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 18    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 19    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 20    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |
| 21    |               |                |            |            |                               |               |       |     |                       |       |             |          |      |        |      |

## Import Student Roster



CONTINUE

### Upload Student Roster

 Map Columns  
Upload

[View Upload History](#)

#### Roster Name



 CSV Template  
(Reference Template for how to define your data file)

#### Data File

Drag and drop files here, or

[Browse](#)

CSV XLS

#### File Type

 Comma Delimited  Tab Delimited

#### File Headers

 Yes  No

[Upload Student Roster](#)

 → **Map Columns**  
Upload

[View Upload History](#)

You have mapped 4 of 5 required fields. ⓘ

 Student First Name  
 Student Last Name  
 Student ID  
 Date of Birth  
 Graduation/Leave Year

| File Column Header | < Sample Record > | Mapped Column (* indicates required mapping) |
|--------------------|-------------------|--|
| Student First Name | Michele           | Student Middle Name                          |
| Student Last Name  | Deveney           | * Student Last Name                          |
| Student Id         | 1223456           | * Student ID                                 |
| Birth Date         | 7/12/99           | * Date of Birth                              |
| Grad Year          | 2017              | * Graduation/Leave Year                      |
| Email Address      | test@test.com     | Email Address                                |

TO DO HISTORY LEARNERS **CREDENTIALS** ORDER ANALYTICS SETTINGS SUPPORT ?

**Credentials Library** Match Credentials **1**

Search by name or ID

1 - 15 of 15

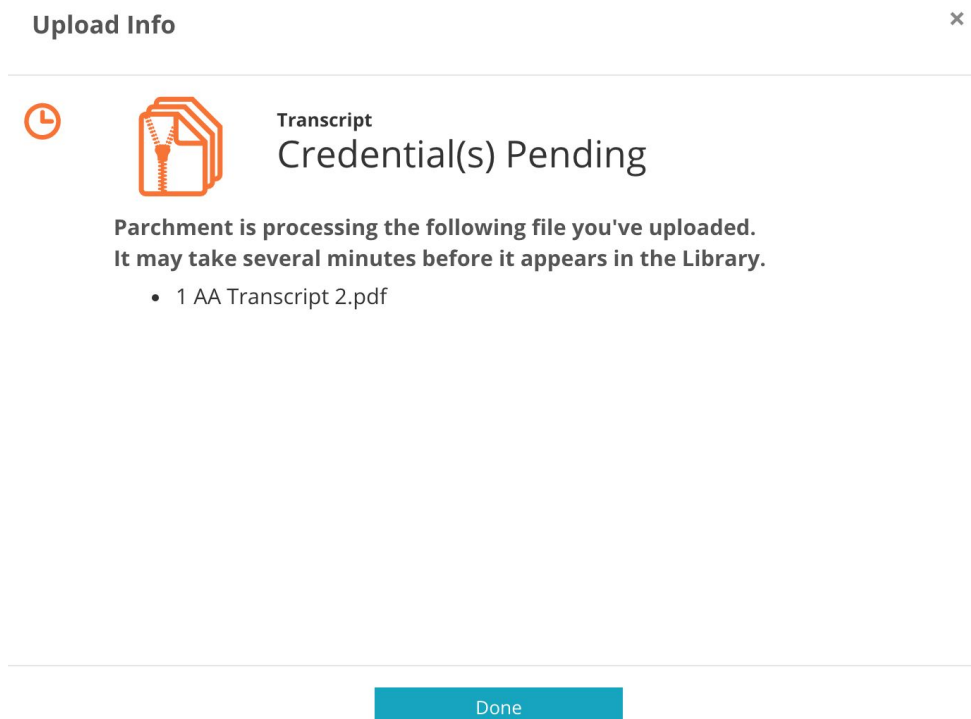
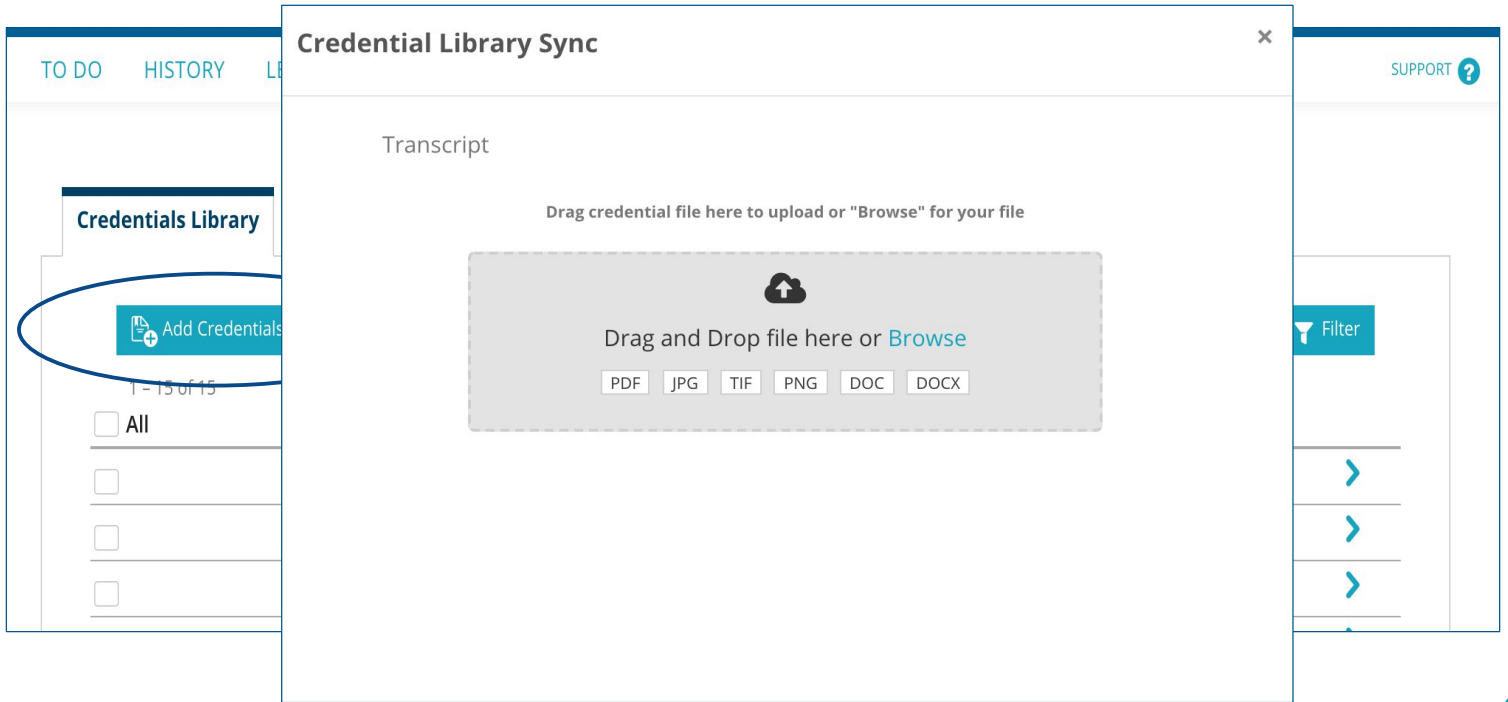
| <input type="checkbox"/> All | Credential Type | Detail           | Date Uploaded       |
|------------------------------|-----------------|------------------|---------------------|
| <input type="checkbox"/>     | Transcript      | Smith, Ja'Nae    | 2018-03-08 09:01:52 |
| <input type="checkbox"/>     | Transcript      | White, Bob       | 2018-03-19 16:36:26 |
| <input type="checkbox"/>     | Transcript      | Purple, Franklin | 2018-07-25 09:32:29 |

TO DO HISTORY LEARNERS **CREDENTIALS** ORDER ANALYTICS SETTINGS SUPPORT ?

**Credential Library Sync**

Select the type of credential you are uploading:

- ✓ Select a Credential
- Transcript**
- Counselor Recommendation
- Fee Waiver
- Grade Report
- School Profile
- Immunization Record
- Letter of Recommendation
- Birth Certificate
- Graduation Verification
- Enrollment Verification
- School Report



# Orders are Now Automatched and Ready to Process

**Open Orders 72** | In Process 0 | On Hold 7 | Export Report to Excel

Search... | Filter

Sort By: Order Date (New to Old) | Process All

**Adams, Alyssa**

Horseshoe Community

Student ID: 234678  
Date of Birth: 2002-03-03  
Grad/Leave Yr: 2020  
Last 4 SSN: n/a

**Transcript**

Ordered: December 2, 2021 1:48 PM PST  
SEND TO: Sue Someone  
michele.deveney@parchment.com

Automatched  
File Date: 3/8/2022  
Remove Document

Process Order

---

**Thomas, Brett**

Horseshoe Community

Student ID: n/a  
Date of Birth: 2004-04-08  
Grad/Leave Yr: 2022  
Last 4 SSN: n/a

**Transcript**

Ordered: March 2, 2021 1:11 AM PST  
SEND TO: Unofficial Self View - No Fee

Automatched  
File Date: 3/3/2021  
Remove Document

Process Order

# Invite Learners

**Open Orders 83** | In Process 0 | On Hold 0

Sort By: Order Date (New to Old)

**Smith, Allie**

Horseshoe Community

Student ID: n/a  
Date of Birth: 2010-02-15  
Grad/Leave Yr: 2023  
Last 4 SSN: n/a

**Other Document**

Ordered: April 17, 2023  
SEND TO: Allie Smith  
kristin.kos...  
om

**Items Needing Attention**

Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025 [Show Details](#)

Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025 [Show Details](#)

You have not yet invited students to register this academic year. [Invite Students](#)

Manage Learners **Invite Learners** Match Learner Accounts

## Learner Registration

Inviting learners to create Parchment.com accounts using Registration Codes is one of the easiest ways to help learners to place their transcript requests. Three easy steps will get them on their way:

- Upload your roster in the Manage Learners tab.
- Use the reports below to measure the sign up progress.
- Provide learners a customized email or printed letter with individual Registration Codes using the "Email Registration Codes" or "Print Registration Codes" feature.

### Percent Registered by Class

| Class  | Percentage Registered |
|--------|-----------------------|
| 2025   | 0%                    |
| 2026   | 0%                    |
| 2027   | 100%                  |
| 2028   | 0%                    |
| Alumni | 0%                    |

### Registration Data

View registrations by class. Click a value to see the list of learners.

| Class  | Number of Learners Registered | Unregistered |
|--------|-------------------------------|--------------|
| Total  | 4                             | 0            |
| 2025   | 3                             | 0            |
| 2026   | 0                             | 0            |
| 2027   | 1                             | 0            |
| 2028   | 0                             | 0            |
| Alumni | 561                           | 530          |

Email Registration Codes

Send Registration Codes by email to learners who are not yet registered. Before sending you will be able to choose which learners to send the Registration Codes to, and you will be able to customize the message in the email itself.

Print Registration Codes

Print Registration Codes for learners who are not yet registered. Before printing you will be able to choose which learners to print the Registration Codes for, and you will be able to customize the message in the printout itself.

PROFILE ▾

TO DO
HISTORY
LEARNERS
CREDENTIALS
ORDER
ANALYTICS
SETTINGS
SUPPORT ?

Manage Learners **Invite Learners** Match Learner Accounts

## All students not registered on Parchment.com

Email Registration Codes

Send Registration Codes by email to all 'checked' students on this page. Before sending you will be able to customize the message in the email itself.

Print Registration Codes

Print Registration Codes for all 'checked' students on this page. Before printing you will be able to customize the message in the printout itself.

Check All | Uncheck All

| Checked                             | Class year | First   | Last   | Registration Code | Email           | Date last emailed | Send attempts |
|-------------------------------------|------------|---------|--------|-------------------|-----------------|-------------------|---------------|
| <input checked="" type="checkbox"/> | Senior     | Brett   | Thomas | XA6NUKNPS         |                 |                   | 0             |
| <input checked="" type="checkbox"/> | Senior     | John    | Jones  | X4B77N2GW         | email@email.com | Oct 11, 2021      | 5             |
| <input checked="" type="checkbox"/> | Junior     | Joy     | Moore  | X5THXFE65         |                 |                   | 0             |
| <input checked="" type="checkbox"/> | Sophomore  | Matthew | Smith  | X5JFBWK8A         |                 |                   | 0             |

### Email Registration Codes

#### Selected students

You have selected 1 students who have not registered on Parchment.com. [Click here](#) to see the list of students.

#### Email appearance

**parchment**

**Dear Imma Learner:**

To make it easier for you to request transcripts, Horseshoe Community has partnered with Parchment to provide secure online transcript ordering available 24/7. Creating an account is free and only takes a few steps. Get started now!

[Register Your Free Account >>](#)

If you sign up through this link, Horseshoe Community will automatically be added to your account.

If the above link does not work, copy and paste the link below into your browser:

<https://www.parchment.com/c/reg/?code=XL89NTYJJ>

Even if you will not be sending transcripts this year, there are still many benefits to creating a Parchment.com account now:

- See your chances of getting into colleges
- See profiles of learners who previously applied to colleges you are interested in
- Get discovered by the colleges that are interested in you

Special message:  
\*\*\*Hello,\*\*\*  
Please take a look at these videos if you need help with creating your account.

Quick Bytes Playlist Link

Let me know if you have questions,  
Miss Jones

If you have any questions, feel free to contact us or visit [Parchment Support](#).

Sincerely,  
Horseshoe Community

#### Customize email

In addition to sending transcripts, Parchment.com offers free features such as detailed college information and a community discussion area. You can choose whether or not this is featured in the email you send to your students.

Explain these features  
 Do not explain these features

Add a custom message:

\*\*\*Hello,\*\*\*  
Please take a look at these videos if you need help with creating your account.

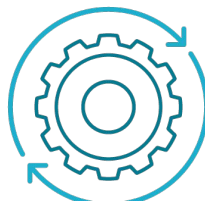
Quick Bytes Playlist Link

Let me know if you have questions,  
Miss Jones

Automatically attempt up to 4 emails for unregistered students

[Email these 1 students now](#)

# New Services



# The Parchment K-12 Platform



## Online Enrollment and Lottery Management

Pre-K Enroll  
K-12 Enroll  
K-12 Lottery



## Online Document Management

K-12 Cumulative Folders  
Records Digitization  
K-12 Document Management



## Records Processing

K-12 Award  
K-12 District Transfer



## Award Services

Digital and Print  
Diplomas, Certificates



## Credential Pathway Management

The Parchment network expands into higher education and the workforce

# Parchment Works With 68 Of The Largest Districts In The U.S.





**Online Enrollment and Lottery Management**

Pre-K Enroll  
K-12 Enroll  
K-12 Lottery



**Online Document Management**

K-12 Cumulative Folders  
Records Digitization  
K-12 Document Management



**Records Processing**

K-12 Award  
K-12 District Transfer



**Award Services**

Digital and Print  
Diplomas, Certificates

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SPASIBO ARIGATO DO JE DANKE Asante Maita Henyu Shukriya CA'M ON Arigatou Salamat Dìkuji KAMSA HAMNIDA Jerejef Mahalo Diolch Efcharisto CHOKRANE

**THANK YOU**

XIE XIE Achiu KIA ORA Spasibo MAAKE Terima Kasih MERCI Khop Khun Krab Gratia TODA DANKIE Kiitos Aitäh ARIGATO Vinaka GRAZIE SHUKRAN THANKS