

Directions for Parchment

When you get to the site – www.parchment.com

- List high school with city and state in the box –
- Choose "Learners"
- (Closed Schools: South, Rayen, North, Wilson, MVOC)
- (Open Schools: Chaney, East)
- See below for Open High School sites

Directions:

- Students create an account on the site.
- (Choose the "Learners" box)
- Applicant needs an email so verification code can be sent to complete registration
- Students connect to the last high school attended in Youngstown Schools
- Name must be the name used in high school
- Transcripts can be sent to a list of registered colleges or any other destination.
- Fee: \$3.33 on a credit card for official transcript -
- Unofficial transcript is free
- After the request is completed, the request goes to the high school administrator to release
- System notifies the student automatically at each step of approval/delivery.

Youngstown City Records Secretary: (330-744-7379)