

Pros & Cons of Parchment

PROs	CONs
24 hour access for students	Lengthy & confusing registration
Covers any and all transcript needs	No way to know specific Common App schools
Many transcripts free, Common App is \$2.55 and covers all schools on student's Common App list	Allows 3 rd party access to some student information. Has become more than a transcript only site & may confuse kids
Requires nothing from teachers or counselors	Transcripts to non-schools require additional authorization
All information is easily tracked	Does NOT communicate with Naviance
Has very clear menu choices once students find transcript request section	Tech support has become questionable -not even sure who our rep is at this time
Very fast processing and turn-around time	Students often end up requesting an unofficial self view transcript to sit in Parchment account – may not be private

What Schools see in Parchment

Home Send Receive Preferences Directory

TO DO LIST (1) DOCUMENT REQUESTS (0) MANAGE STUDENTS REQUEST WEB UPLOAD DOC REPOSITORY REPORT

Approve Transcript Requests



The following students and alumni have placed transcript requests. Select the name link to view detailed information about the student/alumnus and the requested recipients.

Current Requests (1) Next Grading Period Requests (47) ↻ Requests On Hold (56) || All Requests (104)

For each student/alumnus, select one of the following actions:

- Approve* Authorize Docufide to release the transcript.
- Hold* Defer processing the request. The student/alumnus will be informed of the delay via email.
- Prepare Locally* Confirm you will process the request from your office.

Requests Per Page: 25 ▾

Name	Class Of	Student ID	Date of Birth	Date Requested	Actions
	2013		07/11/1995	05/01/2013	<input type="checkbox"/> Approve all pending requests <input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Prepare Locally

Submit

[Export to Excel](#)

Approving Transcript Requests

Step 1

- For each student on list click approve or hold
- Click submit in lower left corner

Step 2

- Print the list of names that pop up
 - This is your school's record of what you have done each day. Save the daily print outs.
- Go to your Student ID file (your Tech/IS Dept. will handle this)
 - For each student on the list you will need to find his/her ID# in the file, select it and then send it to the virtual Docufide printer driver.
- Click "Done" in the lower right corner after this is complete

Step 3

- Enter the date approved and click "Search"
- Click "Export to Excel" in the lower left. This will send the entire list to Excel which can then be sent to counselors as a daily report.

Sample Counselor Report









Document type	Student Name	Class	Receiver	Date Ordered	Date Approved	Document Status	
Transcript (Midyear)	[REDACTED]	2011	Oakton Community College	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	Columbia College Chicago	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	DePaul University	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	Lake Forest College	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	Bradley University	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	Oakton Community College	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	University of Illinois - Chicago	02/20/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	The Common Application	02/20/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	University of Iowa	02/20/2011	2/22/2011	Approved	
Transcript		2003	Tania Moshi	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	The Common Application	02/18/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	University of Central Florida	02/21/2011	2/22/2011	Approved	
Transcript (Midyear)		2011	University of South Florida	02/21/2011	2/22/2011	Approved	
Transcript		wn	2001	William Rainey Harper College	02/18/2011	2/22/2011	Approved
Transcript (Midyear)		2011	The Common Application	02/20/2011	2/22/2011	Approved	

Viewing a Single Student's Transcripts Requests

Enter the student's first and last names into the appropriate fields and click "Search"

Documents Sent

Use any combination of the fields below to search for a particular student, document type, or range of documents.

Student First Name	<input type="text"/>	Date Requested	<input type="text"/>		to	<input type="text"/>		
Student Last Name	<input type="text"/>	Date Approved	<input type="text"/>		to	<input type="text"/>		
Receiver	<input type="text"/>	Date Delivered	<input type="text"/>		to	<input type="text"/>		
DID#	<input type="text"/>	Document Status	<input type="text"/>					
Class Of	<input type="text"/>	Document Type	<input type="text"/>					
<input type="button" value="Clear All"/>							<input type="button" value="Search"/>	

Sample Report View

Single Student

	DID# Document Type	Student Name Document Information	Class Of Date Requested	Date Approved Date Delivered	Receiver Document Status	
1	T0B7DXF	[REDACTED]		09/20/2010	University of Illinois - Chicago	
	Transcript (Initial)		09/18/2010	09/20/2010	Complete: Mailed by Docufide	
2	T0B7D6B			09/20/2010	Loyola University Chicago	
	Transcript (Initial)		09/18/2010	09/20/2010	Complete: Download Confirmed	
3	T019JJC				09/29/2010	Northwestern University Undergraduate Admissions
	Transcript (Initial)		09/28/2010	09/30/2010	Complete: Download Confirmed	
4	T01HELD				10/04/2010	The Common Application
	Transcript (Initial)		10/03/2010	10/12/2010	Complete: Delivered by CAO	
5	T4JHRRK				01/11/2011	The Common Application
	Transcript (Midyear)		01/11/2011		Canceled: Replacement Transcript Sent to CAO for Delivery	
6	T4BPOFI				02/18/2011	The Common Application
	Transcript (Midyear)		02/17/2011	02/22/2011	Complete: Delivered by CAO	

Uploading Other Documents

Docufide Web Upload

Upload a document to be delivered electronically to a college in the Docufide network.

Fields marked with an asterisk (*) are required.

Upload Document	
* Document:	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<i>Upload a Word document (.doc or .docx) or PDF.</i>	
Enter Student Information	
Select a Request ID from the list or enter the Student's First and Last Name.	
Request ID:	<input type="text" value="Select Request ID"/>
Student First Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Supporting Information:	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
	<input type="text" value="0"/> <i>Maximum 150 characters.</i>
Select Document Type	
* Document Type:	<input type="text" value="Select Document Type"/>
Select Destination	
Select the Destination. If you entered a Request ID above, the Destination is automatically populated and cannot be edited.	
Country:	<input type="text" value="United States"/>
* State/Province:	<input type="text" value="Select a State/Province"/> *
Destination:	<input type="text"/>

What the Kids See in Parchment

Select Destinations

Select the recipients of your transcript from Niles North High School.

Academic Destinations

NCAA

Common Application

Myself

Other Destinations

Search for colleges and universities and other academic institutions, such as scholarship funds. If you cannot find your institution in your initial search, try entering fewer characters such as "harvard" rather than "harvard university".

If you still cannot locate the institution, select **"Other Destinations"** to provide an electronic or paper address for the destination.

[Click here](#) to view a tutorial on placing your transcript request.

Country:

United States

State/Province:

Select State...

Institution Name:

Included Institutions:

- Undergraduate Admissions
- Other Institutions (including scholarship funds)

Search

What the Kids See – Part 2

Academic Destinations

NCAA

Common Application

Myself

Other Destinations

Search for colleges and universities and other academic institutions, such as scholarship funds. If you cannot find your institution in your initial search, try entering fewer characters such as "harvard" rather than "harvard university".

If you still cannot locate the institution, select **"Other Destinations"** to provide an electronic or paper address for the destination.

[Click here](#) to view a tutorial on placing your transcript request.

Country:

United States

State/Province:

Select State...




Institution Name:

University of Michigan

Included Institutions:

- Undergraduate Admissions
 Other Institutions (including scholarship funds)

Search

<input type="checkbox"/>	Institution Name	City/State/Country	Organization Type	Delivery Method	Fee
<input type="checkbox"/>	University of Michigan - Ann Arbor	Ann Arbor, MI, US	Undergraduate Admissions	 Electronic Delivery	\$5.00
<input type="checkbox"/>	University of Michigan - Dearborn	Dearborn, MI, US	Undergraduate Admissions	 Electronic Delivery	\$5.00
<input type="checkbox"/>	University of Michigan - Flint	Flint, MI, US	Undergraduate Admissions	 Electronic Delivery	\$5.00

Save & Continue

Save & Add Another

[cancel this destination](#)

The Common App...part 1

Select Destinations

Select the recipients of your transcript from Niles North High School.

Academic Destinations

NCAA

Common Application

Myself

Other Destinations

Send Your Transcript Electronically to Common Application

If you submit your application to Common App member colleges online at www.commonapp.org and your counselor accepts your invitation to submit the associated school forms online, you can request Docufide to send your transcript to the Common App to be made available to ALL Common App member colleges to which you applied or will apply online through the Common App site.

If you apply to a Common App member college through a different process (i.e. through a paper application or a different online application) or your counselor does not accept your invitation to submit the associated school forms online, you must make separate requests for each college by selecting **Academic Destinations** and searching for the individual colleges.

To get started, provide your Common App ID:

* Common App ID:

Submit

Cancel This Destination

The Common App...part 2

Select Destinations

Select the recipients of your transcript from Niles North High School.

Academic Destinations

NCAA

Common Application

Myself

Other Destinations

Send Your Transcript Electronically to Common Application

If you submit your application to Common App member colleges online at www.commonapp.org and your counselor accepts your invitation to submit the associated school forms online, you can request Docufide to send your transcript to the Common App to be made available to ALL Common App member colleges to which you applied or will apply online through the Common App site.

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Common App ID:

Student Name:

College List:

Emory University, Kalamazoo College, Northwestern University, Rice University, St. Olaf College, Vanderbilt University, Washington University in St. Louis, Yale University, Augustana College (IL), University of Chicago

Counselor Name:

Michelle Schlack

Secondary School Report:

Submitted on 10/20/2010

Midyear Report:

Submitted on 02/11/2011

Final Report:

Not Started

Your counselor must start the Final Report before you can submit a request to send a transcript electronically to the Common Application. Please contact your counselor directly.

Cancel This Destination