

FALL 2023

Creating a Parchment Account

Parchment

You should have received an email (sent to your henricostudents.org email) from Parchment (registration_codes@parchment.com), entitled John Randolph Tucker High School and your Parchment account.

If you already have an account, disregard as this was sent to all students who have not yet set up their Parchment account.

What is Parchment?

- **Parchment sends transcripts to receiving institutions when schools approve the order and upload the transcript records to Parchment.** Parchment notifies the student, via email, as soon as the school has made the student's records available to Parchment. Parchment sends the electronic transcript immediately.
- All transcripts sent via Parchment are considered **official**.
- **Transcripts can be sent to schools, organizations, individuals and to oneself**




LOG-IN TO THE TUCKER PARCHMENT PAGE
www.parchment.com/u/registration/197994/account

NEXT...

1. Select New User Account
2. Select I have a registration code
3. Enter you registration code from your email
4. Click Sign Up

1 Register/Sign In 2 3 4 5 6 7

 John Randolph Tucker High School
2910 N Parham Rd, Henrico, VA 23294-4402

Existing User Account
I have an existing learner or third party account with Parchment.

OR

New Learner Account
I am a student or parent in need of a Parchment learner account.

OR

New Third Party Account
I am an administrator or third party ordering on behalf of a student.

A message from John Randolph Tucker High School

*If you graduated BEFORE 2018, please request your transcript via the Henrico County Public School web site for "Former Students" at <http://henricoschools.us/student-records-request/>

June 2018 graduates may continue to request transcripts from Tucker at no charge until July 31, 2018

I do not have a registration code (provided by my school)

I have a registration code

Your Registration Code should be a 9 or 25 digit alpha-numeric code that was provided to you from your school administrator or counselor.

Enter Your Registration Code

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

[Already have an account?](#)

SIGN UP

PARCHMENT ACCOUNT INFORMATION

1. Register as a student
2. Enter an email that you use regularly, not your HCPS email
3. Create a password that you will remember
4. Select your current grade level
5. Enter your graduation year
6. Click "No" to sharing info (can be done later)
7. Click "I do waive my right to access".
8. Click the last three boxes
9. Click Let's go!

My Parchment Account Information

Register As* Student, current or former creating my own Parchment account [Have a Parchment Registration Code?](#)
 Parent or guardian, creating Parchment account for my minor (under 18) child
College students: [Register at Parchment Exchange to order transcripts](#)

Name*
[+ I would like to add a maiden name or variation to help match the credential I'm ordering](#)


Email* Password*

Date of Birth* Gender*

Current Grade Level* Year entering college (or year entered)

Colleges, scholarship programs, and other institutions are looking for students like you.

Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.

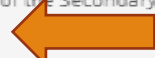
Yes, share the information I provide with those colleges looking to discover me at Parchment.
 Yes, allow my transcript from John Randolph Tucker High School to be shared with colleges looking to discover me through my Parchment.com account.
 No, I do not wish to share my information or transcripts with colleges that may be interested in me. 


FERPA Privacy Rights - required

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.


Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I do waive my right to access. 
 I do not waive my right to access.


I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).
 I have my parents' or legal guardians' permission to create this Parchment account
 I agree to the Parchment [terms of use](#) and [service agreement](#) 

Ordering your Transcripts

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



Carlotta Blackman

Your Schools / Organizations:

 John Randolph Tucker High School
Henrico, VA


[Enrollment Info](#)

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

<p>Order Your Transcript</p> 	<p>Order Your Record Recon...tion</p> 
Order	Order

1. Parchment Transcripts are **free until July 31st, of your graduation year.** After that, you will be charged \$3 for each transcript
1. Prior to graduation, you will be a \$3 charge for Parchment to mail hard copies
2. Counselors have 10 business days to process orders

Enter your Delivery Destination

 DANIEL BARNES ORDERS COLLEGE TOOLS PROFILE

Set Delivery Destination CANCEL X

Your order will be sent from **John Randolph Tucker High School** to the individual and/or organization at the destination below.

Mid-Year transcripts will be available after February 15th. You may start requesting your Mid-Year Transcripts now.

For every school you are planning to attend and/or apply to, submit your transcript request via Parchment:

[Show More](#)

Search

OR

I'm sending to myself or another individual

Review your Order

- Confirm that your destination is correct
- Determine if you want to send your request Now or Hold for Grades.
- Make sure to sign and certify

Item Details

Transcript
For: Carlotta Blackman

FROM
John Randolph Tucker High School
Henrico, VA

TO
NCAA Eligibility Center

Delivery Method: Electronic


Credential Fee: \$3.95
Subsidized: -\$3.95
Subsidy provided by:

Item Total: \$0.00

When do you want this sent?
Send Now

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

Most Recent Signature Consent On File [Clear & Sign Again](#)



I certify under penalty of law that I am the individual identified above and am authorized to take this action.

<BACK

Order Summary

CANCEL X

! Your order has not been placed yet. Please review and complete the order below.
Here's your order summary for **Carlotta**

[Collapse All](#)

FOR	Blackman, Carlotta	1	\$7.95	
ITEM	Transcript		\$0.00	
FROM	John Randolph Lucas High School		-\$4.95	
TO	NCAA Eligibility Center, Indianapolis, IN			

[Add another item for Carlotta Blackman](#)

Total Credential Fees	\$7.95
Total Subsidized	-\$4.95
Order Total	\$0.00

COMPLETE ORDER

Complete Your Order

- Notice that your fee is subsidized
- Click the Complete Order button
- You will receive an email confirming your request was sent

Order Confirmation

Please note, that your request is not sent to your chosen destination until your school counselor processes your order.

The screenshot shows the Parchment Order Confirmation page. At the top, there is a navigation bar with the Parchment logo and links for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE. The main content area is titled "Order Confirmation" and includes a "Print Receipt" link. A large checkmark icon is displayed, followed by the message: "Thank you for your order Carlotta. Your order has been placed." Below this, there is a table of order items and a summary section.

ITEM	Transcript	PRICE
FROM	John Kandeloh, Luster High School	\$2.00
TO	NCAA Eligibility Center, Indianapolis, IN	\$2.95
USD	12/20/2020	

Order Date: 12/19, 2022	Total Credit/Refund	\$2.95
Placed By: Carlotta Dickman	Total Subscribed	-\$2.95
	Order Total	\$0.00

What happens next?

- ✓ Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will soon verify, ship, we and follow up on this order.

You can view order details and status in MY ACCOUNT.

[Place Another Order](#) [Continue To Your Account](#)