

# Ordering Transcripts

## Parchment



- ❖ Visit [unihigh.org](http://unihigh.org)- Students- Order Transcripts
- ❖ Cost is 5.75
- ❖ Send official transcripts online
- ❖ Private, Out of State, NCAA
- ❖ Orders can be tracked
- ❖ Note the following dates:
  - ❖ Present: initial transcripts
  - ❖ January 26: first semester grades post

**Orders will not be processed between Dec 21-Jan 5**

- ❖ June 15: final transcript are available to order
- ❖ June 22: **LAST** day to order final transcripts
- ❖ Allow 3 business days for orders to process

## In Person

- ❖ Scholarship applications
- ❖ Cost is \$5 cash
- ❖ Transcripts that need to be mailed

*Orders cannot be tracked when sent by US Mail*

