

TRANSCRIPT REQUEST INFORMATION

For graduates of the Classes of 1950 - 2003

Please call 608-316-1373 or email michelle.plansky@mgschools.net

- Please provide your name at graduation, year of graduation (or indicate years of enrollment if you did not graduate) and where you would like your transcript mailed.

For graduates of the class of 2004 through 2011 and beyond, transcripts must be requested through Parchment at <http://www.parchment> (see info below)

Q: What is Secure Transcript?

A: It is a new service that automates the ordering, processing and delivery of student transcripts for both secondary and postsecondary education.

Q: What do I need to order my transcripts online?

A: All you need is an email address and a credit card for payment.

Q: How does the service work?

A: The student links to Parchment's website, enters personal information and selects a password, then chooses where they want to send transcripts, and pays for the service. The student receives email confirmation when the transcripts are sent, and if delivered electronically, when received as well.

Q: How much does it cost?

A: Students are charged \$3 for each electronic transcript and \$5 for each hard copy transcript.

Q: Is a Secure Transcript official?

A: Yes.

Q: Where can transcripts be sent?

A: Parchment sends records to all colleges and universities in the United States, as well as selected scholarship funds that require transcripts. In addition, transcripts can also be delivered to individuals and other destinations not present in the Secure Transcript recipient database upon receipt of student or parent signature authorization.

Parchment provides a signature authorization form that can be copied from the Secure Transcript web site during the transcript ordering process. This form is signed by the student (or parent, if the student is under 18) and faxed back to Parchment to complete the order.

Q: Can I send a transcript to a college that's not listed on your site?

A: You can request to add a college or scholarship that is not on our site. If Parchment can validate the destination, we will add your suggestion to the site and notify you within two business days.

Q: How many transcripts can I order at once?

A: You can select as many receiving institutions as you wish at one time. You can also log in again at any time to request transcripts for additional institutions.

Q: Do I have to do anything after I place my order?

A: Not unless you want to order more transcripts later. We'll send out your order and email you with confirmation. However, you can log on to Parchment at any time to check on the status of your requests.

Q: Does Parchment offer financial assistance for those that cannot afford to pay for a transcript?

A: Parchment makes fee waivers available to students who have qualified for and received a fee waiver from The College Board or ACT. To apply, register at www.docufide.com and notify your school registrar, who will authorize your fee waiver. A credit for two transcripts will be issued to your Secure Transcript account and you will be notified by email.

Q: How is the personal information I provide used?

A: We ask you to enter your full name, date of birth, gender, graduating class and school for two reasons. The registrar at high school uses this information to identify you in their system, and if they have any questions, they will email you for more information. Parchment then uses some of this information to confirm that the records sent from your school match your request.

Q: How is my personal data stored?

A: Parchment temporarily stores the transcript data in a secure database. After holding it for a time, in case we need to retransmit the data, we delete the identifying information.

Q: How is personal information kept safe?

A: Every sending and receiving institution is authenticated by Parchment, and all transmissions between them are carried over secure channels. Parchment employs the same Secure Socket Layer (SSL) technology that powers today's on-line banking solutions.