DIRECTIONS FOR CREATING A PARCHMENT ACCOUNT AND ORDERING TRANSCRIPTS

1. Go to www.parchment.com
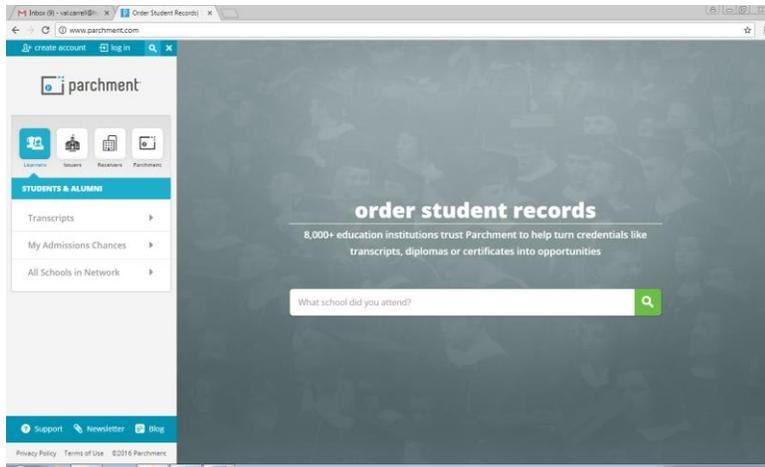
2. Type in Lakeland High School
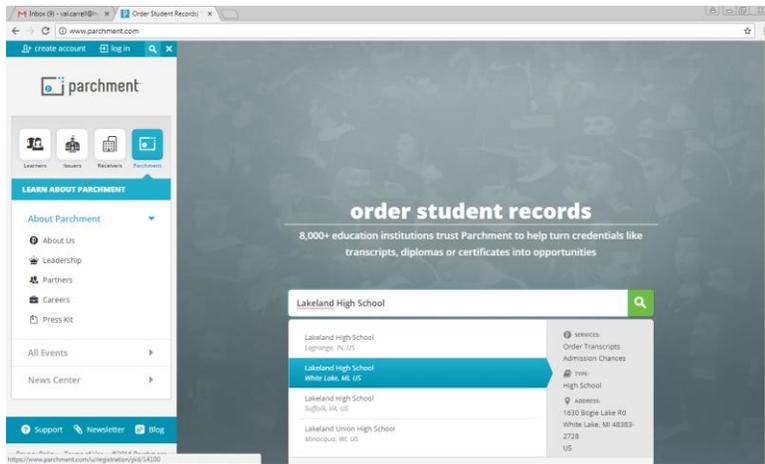
3. Choose "New Learner Account"
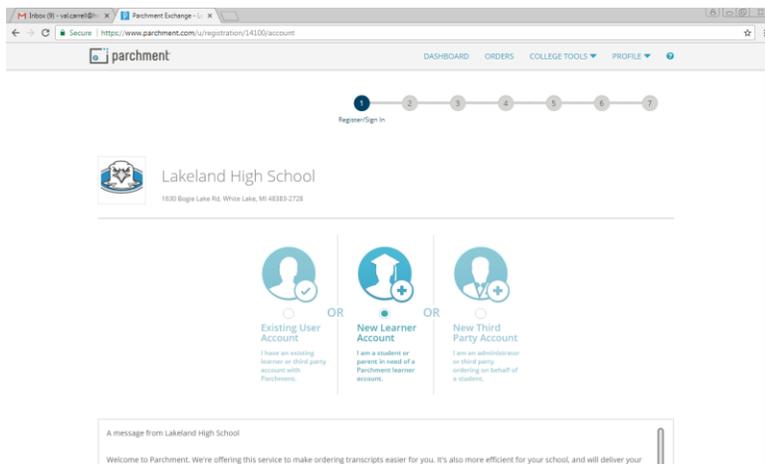
DIRECTIONS FOR CREATING A PARCHMENT ACCOUNT AND ORDERING TRANSCRIPTS

4. Fill in the information below and sign up

5. Read the information box and choose your privacy settings

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6. Select the Order button to order your transcript
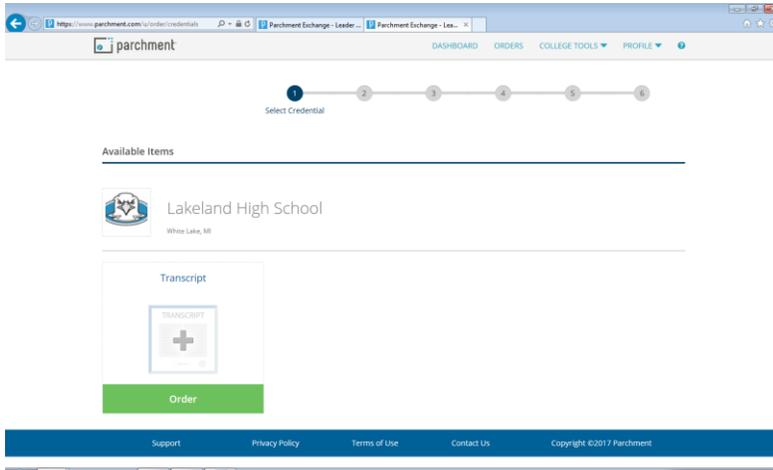
7. Select a destination – you can type in a name and hit search
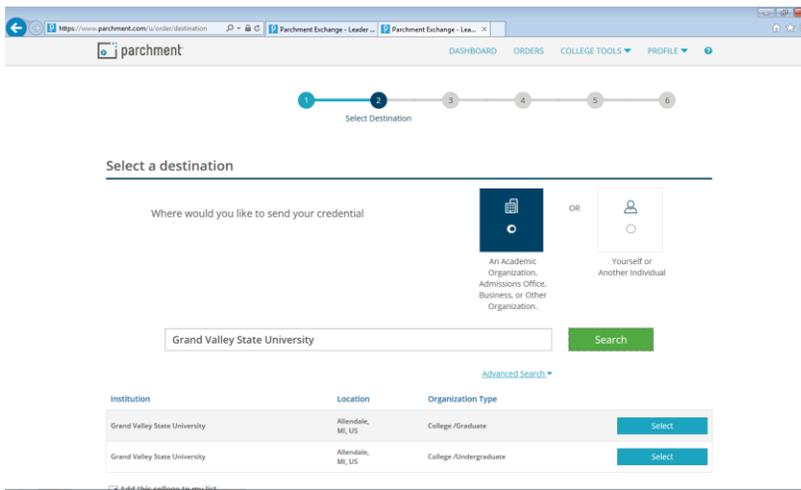
8. Next, select from the drop down arrow "Send Now" or "Hold for Grades"
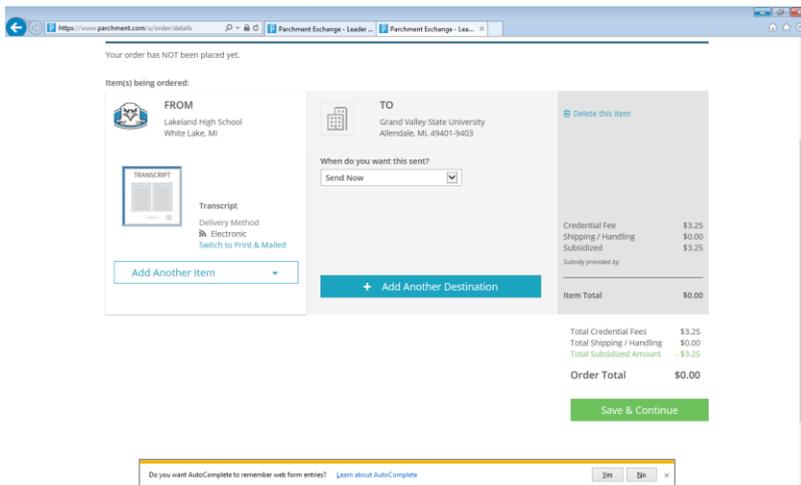
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If choosing to "Hold for Grades" these transcripts will be released after 1st Semester Grades are posted. You will want to do this again at the end of the school year so Final Transcripts to be sent.
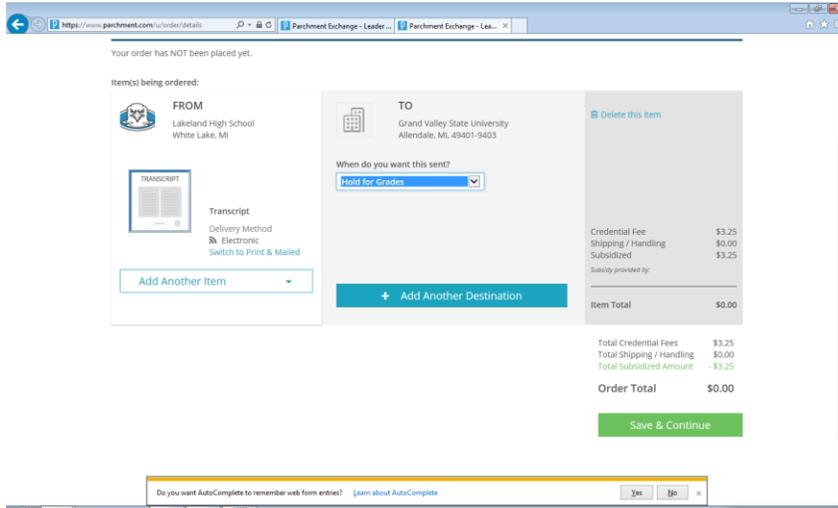
9. Confirm your order and Continue
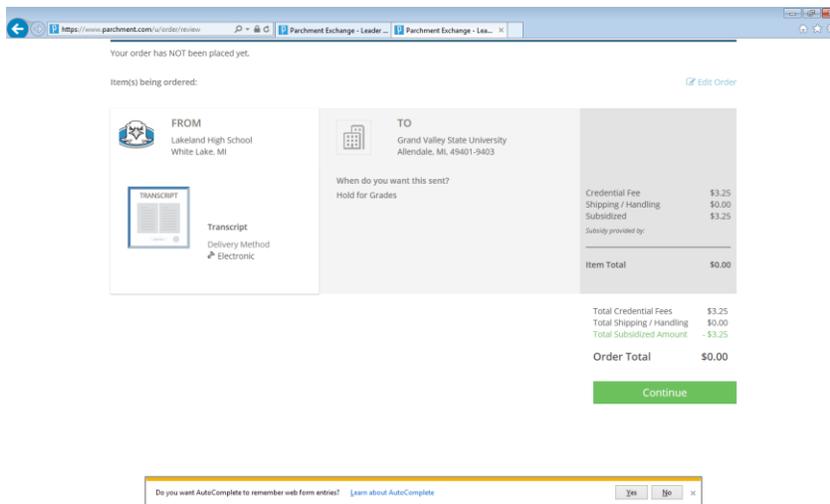
10. Sign, Save & Continue

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