

Parchment Directions / IN e-Transcript

(Parchment.com)

- Set up using your personal, professional email address OR your madisonstudent.org email.
- Set up using your LEGAL / Skyward name.
- Request Transcripts and Counselor Pages/ Secondary School Reports in one step, for FREE 24/7 on-line.
- Access a copy of the transcript for use in completing other apps for colleges / scholarships.

1. www.madison.k12.in.us Schools → MCHS → near top left of HS page (red hyperlink)

2. Create Account - **USE LEGAL NAMES**


→ Enter all Fields (*Field: Highest Level of Ed? Use last grade completed.*)

(Check Parental Consent

→ Check email & enter Verification code and enter into Parchment

**** If you chose to participate in the college search, your address, etc will be requested.**

3. Dashboard Screen

→ Click on “+” 

→ Search Madison Consolidated

→ Select MCHS

4. Enrollment Page

→ Field: Earliest Year – 9th Grade Enrollment Year

→ Waive Rights (*Choice*)

→ Choose check box to allow a copy to be stored for your use.

Consent & Request

5. Order Page, Click on Green, “Order” Banner

6. Select Destinations

→ Add the Destination after confirming the college’s address and “undergraduate”)

CHOOSE “SEND NOW”

→ Confirm it is FREE - \$0

→ Save & Continue

7. Consent Signature Page

→ Sign

→ Type Parent/Guardian’s Name

→ Click

→ Save & Continue

You are SUCCESSFUL!



