

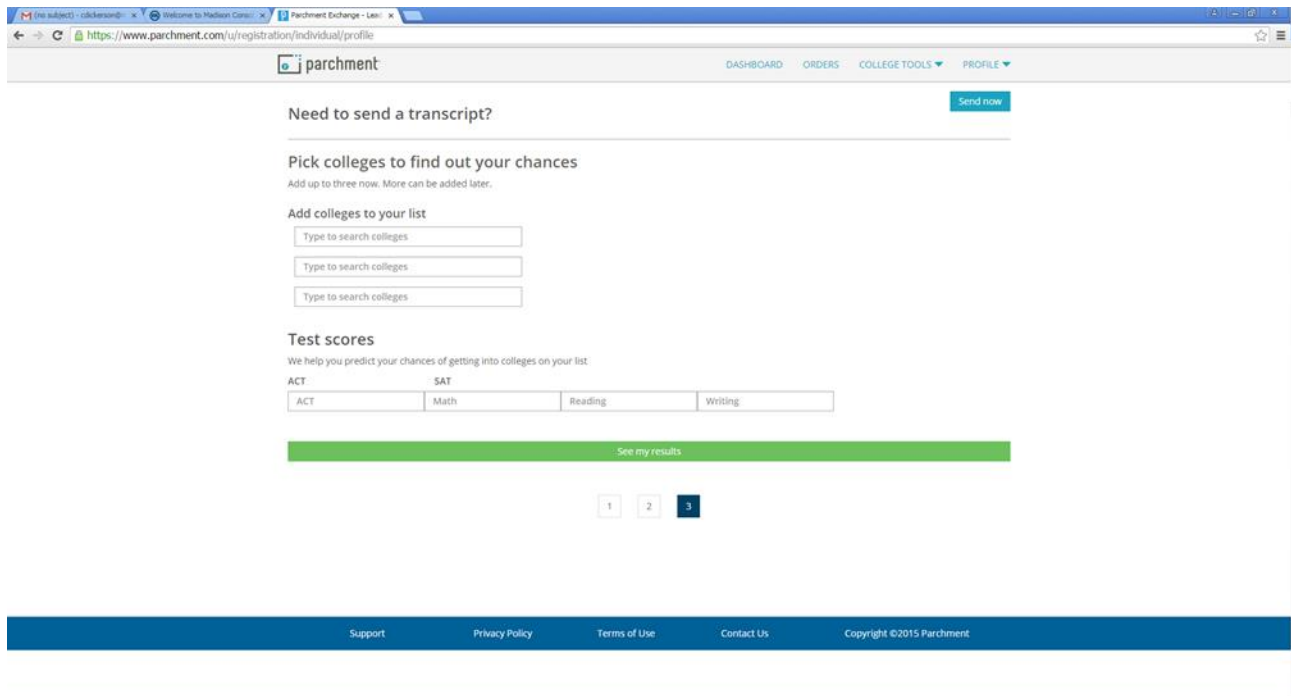
IN e-Transcript Directions

(Parchment)

1. www.madison.k12.in.us
2. Click on “Home”
3. Click on “MCHS”
4. Scroll to bottom right hand side & Click on **IN e-Transcript** icon
5. Click “Sign Up”
 - Enter all Fields
 - Select “Yes” or “No” for College Search
 - Click “Sign Up”
6. Contact Information & Academic Information
 - Enter all fields
 - Check box for Chegg Account (optional)
 - Click “Let Colleges Contact Me”

7. Need to send a Transcript?

→ Click “Send Now” (upper right hand corner)



The screenshot shows the Parchment website interface. At the top, there is a navigation bar with links for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE. The main content area is titled "Need to send a transcript?" and features a "Send now" button in the upper right corner. Below this, there is a section for "Pick colleges to find out your chances" with three input fields for adding colleges. The "Test scores" section includes input fields for ACT and SAT scores, with sub-sections for Math, Reading, and Writing. A "See my results" button is located at the bottom of the test scores section. The footer contains links for Support, Privacy Policy, Terms of Use, Contact Us, and Copyright ©2015 Parchment.

8. Click plus sign: “Add a school or organization you attended”
9. Add your School or Organization
 - Type in “Madison Consolidated” (**Madison Consolidated HIGH SCHOOL will not work**)
 - Click “Search”
 - Click “Add” beside “Madison Consolidated High School” option

10. Add Enrollment Information

- Enter fields
- Check “Waive my Rights” to permit your transcript to be shared
- Check the box “I authorize a copy of my transcript to be stored...”
- Click “Consent and Request”

11. Your Credentials

- Click on “Order”

12. Select A Destination

- Type in the name of college / university, Click “Search”
- Click “Select” beside the college of your choice

13. Order Details

- Confirm details, choose “Send Now”
- Select “Add Another Destination” OR “Save and Continue”

14. Review Your Order

- review order details and Click “Continue”

15. Provide Consent

- Enter fields and check the box affirming your ID
- Click “Save and Continue”