

Senior Parchment Transcript Request Instructions

Transcripts are considered official documents and are typically issued directly by the academic institution or its authorized representatives. They often bear the institution's imprint and are enclosed in sealed envelopes to maintain their integrity and authenticity. In some cases, electronic transcripts may also be available, which are sent securely via email or through an online portal.

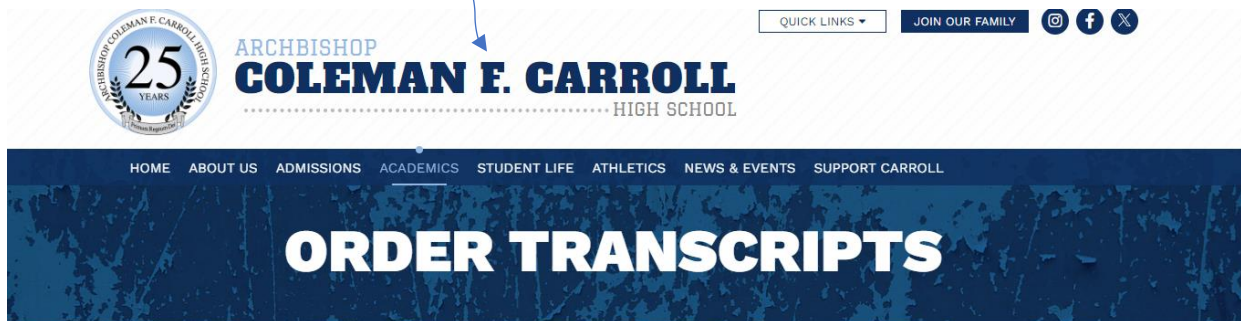
Transcripts may take anywhere from 24 - 48 hours to be sent. Please contact Mrs. Hernandez about the request before requesting.

- For Current Seniors Applying to Colleges / Universities Select Common App
- This option should lead you to Common App Process. Please Speak to Mrs. Hernandez for assistance.
- If you are applying to Miami Dade College or any other Colleges / Universities that don't use Common App Select Parchment Transcript.

Below are the steps how everyone at Archbishop Coleman Carroll High School may request transcripts.

- Go to <https://www.colemancarroll.org/CatholicSchool.php?pg=Transcripts>

Screen should show as below



Archbishop Coleman F. Carroll High School has partnered with Parchment to provide seamless transcript requests for both our current students and alumni. Transcripts sent via Parchment are \$12 for current students and \$15 for alumni. Additionally, current seniors can use common app for their applications. Upon connecting their account to Naviance, the \$25 common app transcript must be purchased to process transcripts. Please click the appropriate link below.



- CURRICULUM
- DUAL ENROLLMENT
- SILVER KNIGHT AWARDS
- SUMMER ASSIGNMENTS
- ORDER TRANSCRIPTS

Common App Transcript (Carroll Seniors Only)
• \$25.00

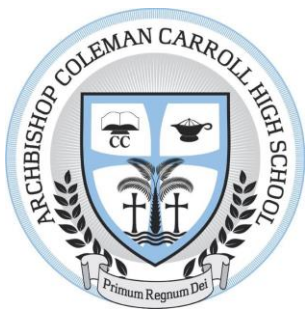
Pay Now:

Transcript

Parchment Transcript (Current & Alumni Students)

Transcript

Notice: Please do not make payments for transcripts until you are requested by the Guidance Office. Allow 2-3 business days to process them (*Except for Same Day Expedited Transcripts).



Senior Parchment Transcript Request Instructions

- Once brought here if you have an account please simply log in.
- If you don't have an Account please create one
 - Select New Learner Account

Archbishop Coleman Carroll High School
10300 SW 167th Ave, Miami, FL 33196-4910

Existing User Account
I have an existing learner or third party account with Parchment.

New Learner Account
I am a student or parent in need of a Parchment learner account.

New Third Party Account
I am an administrator or third party ordering on behalf of a student.

A message from Archbishop Coleman Carroll High School

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

Email / username: johndoe@gmail.com Password: ***** [Forgot your password?](#)

SIGN IN

A message from Archbishop Coleman Carroll High School

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I do not have a registration code (provided by my school)
 I have a registration code

First Name Middle Name Last Name

[I would like to add a maiden name or variation to help match the credential I'm ordering](#)

I am a parent / legal guardian

Date of Birth: MM DD YYYY Gender (Optional): Gender Start Year: YYYY Last Year Attended: YYYY

Highest Level of Education: None selected

Email Password (Must be at least 7 Characters) Re-type Password

By signing up you agree to the Parchment terms of use and privacy policy. [Already have an account?](#)

SIGN UP

- Select I Waive - > Save & Continue

Step 1

➤ Log into Parchment account
Or
➤ Fill account and personal data as needed

Archbishop Coleman Carroll High School
Miami, FL

Choose Your Privacy Settings

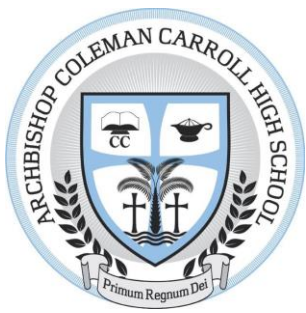
In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I waive my right to access
 I do not waive my right to access

SAVE & CONTINUE



Senior Parchment Transcript Request Instructions

Need to place a new order
Create new orders from the credential tiles on your dashboard.

Track Orders

No orders have been placed

Create New Order

Step 2

- Select Orders from the dashboard
- Select Create New Order

Step 3

Here you select the College/University you desire the transcript to go to. If you desire a copy please select to send to specific email. Or please contact Mrs. Boza/Mrs. Hernandez for further instruction.

*** Please be aware transcripts being sent to ACC/personal email will be unofficial transcripts.*



Senior Parchment Transcript Request Instructions



Archbishop Coleman Carroll High School

Miami, FL

Enrollment Info

Step 4

- Select Order under transcript.
- Search for the specific school or
- Select “ **I’m sending to myself or another individual** “

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Enrollment Verification	Order Your Transcript
Order	Order

- First option select if you want the transcript yourself.
- Second option select if it’s going to a direct contact to a Job or School.

Set Delivery Destination CANCEL x

Your order will be sent from Archbishop Coleman Carroll High School to the individual and/or organization at the destination below.

[Search](#)

OR

[I'm sending to myself or another individual](#)

[I am sending this order to myself](#)

[I am sending this order to another individual](#)

If you have any questions regarding your transcript please call Mrs. Boza at vboza@colemancarroll.org or 305-388-6700 extension 1224

Senior Counselor Contact Mrs. Hernandez ehernandez@colemancarroll.org or (305)388-6700 ext. 1009