

1. <https://www.parchment.com/u/registration/21591/account>  
Click on New Learner Account



### HOW TO ORDER YOUR TRANSCRIPT

- Please allow up to 2 weeks for electronic delivery of your transcript (order well in advance).
- If you need a transcript for a scholarship, or for someone that does not show up on the list, please see your counselor!
- Transcripts are free to send! Order as many as you need.

2. Once you have chosen New Learner Account scroll down and fill out the information then choose Sign Up.

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

3. Add Northwestern High School to your schools by clicking the blue plus button then searching for Northwestern High School.



4. Make sure you 'waive your right to access' your records. That way we can send your transcript.

FERPA Privacy Rights

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, consulting 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

CONSENT AND REQUEST

5. TO ORDER A TRANSCRIPT—Click on Order Transcript.

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

Order Your  
Enrollment Verification



Order

Order Your  
Transcript



Order