

# Parchment.com Official Transcript Request Process

## For FLVS Students in Grades 6-12

FLVS students request transcripts online via [Parchment.com](https://www.parchment.com). Parchment is a secure site, which FLVS has partnered with, to allow students and parents to submit and track transcript requests online.

**Please note:** A credit card is required for all online transcript requests.

### How to submit a transcript request on Parchment.com:

1. Click on the “Request my Transcript” button on the [Transcript Request Page](#) on FLVS.net. This button will link to Parchment.com.
2. Create your student profile
3. Add Florida Virtual School as your school, then click save and continue
4. Enter your enrollment information
5. Complete the FERPA privacy Rights section, then click save and continue
6. Sign the Transcript Request Form
  - a. Click on the box beneath the signature line to certify you are authorized to sign this form
  - b. Type in your name in the designated box (or Parent/Guardian name if under 18 years of age)
  - c. The options at the bottom of this page will automatically place a request for your transcript to be delivered to your Parchment account. If you do not wish to have your transcript sent to your Parchment account, remove the check mark in this section. Then, click save and continue.
7. Select your destination type and delivery details, then click save and continue
  - a. Complete the receiving school or organization’s information. If they accept electronic transcripts, an application number will be required. If they do not, an address and attention name will be required.
8. Confirm destination and delivery details, then click save and continue
9. Complete payment information. While your first transcript is provided as a courtesy, free of charge, subsequent transcript fees are \$3-5 depending on the receiving institution, delivery method, and location of destination.