

Jeffers High School Transcript Request Instructions (Parchment)

Jeffers High School uses **Parchment** to process and send official high school transcripts. Current students and alumni can request transcripts at any time through this secure, online service.

1. Create Your Parchment Account

- Go to: **www.parchment.com**
- Click **Sign Up**
- Choose **Learner or Parent Account**
- Enter your information and create a login.

2. Add Jeffers High School

- After creating your account, search for:
Jeffers High School – Painesdale, MI
- Confirm your enrollment information (graduation year, name used in school records).

3. Place Your Transcript Order

- Select **Order Transcript**
- Choose where you want it sent:
 - A college or university
 - Yourself (electronic or paper)
 - An employer
 - A scholarship organization
- Provide the required FERPA electronic signature.

4. Pay (If Applicable)

- Current students typically receive a limited number of free transcript requests.
- Alumni may be charged a small processing fee based on Parchment's rates.

5. Track Your Order

- Log in to Parchment anytime to check status:
 - **Ordered**
 - **In Progress**
 - **Delivered**
 - You will receive email updates when your transcript is sent and received.
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Typical Processing Time

- **Electronic transcripts:** usually same day or 1–2 business days
 - **Mailed paper transcripts:** allow 7–10 business days
 - Processing may take slightly longer during holidays or high-volume periods.
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Important Notes

- You must clear any outstanding school obligations before a transcript can be released.
- Only **official transcripts** sent directly through Parchment are accepted by colleges.
- For assistance, contact the Jeffers High School office at **906-482-0599**.