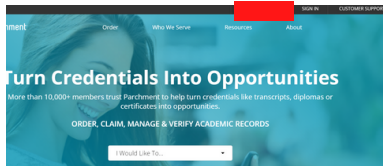




TRANSCRIPT REQUEST VIA PARCHMENT

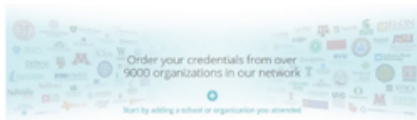
INSTRUCTIONS

- 1 Go to www.parchment.com and create an account.



- 2 Click Start by adding a school you attended.

- 3 Enter the name of the school you attend(ed) in the search box and click Search.

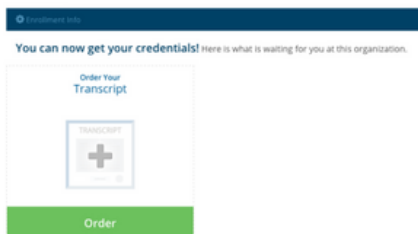


- 4 When your school appears, click Add and then fill in the fields on the Add Enrollment Information page.

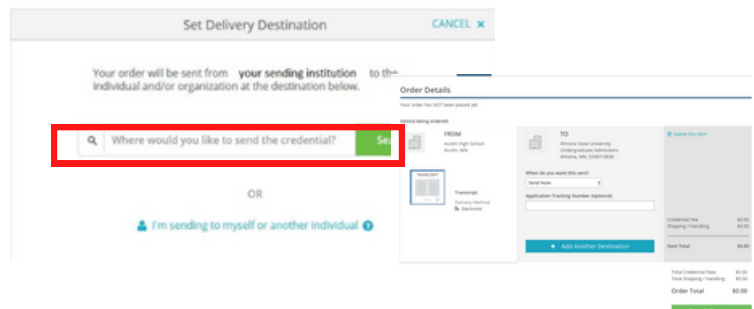
BEGIN YOUR ORDER

- 5 Sign in to your account.

- 6 Click Order under the name of your school.

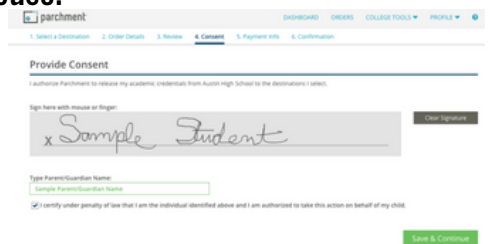


- 7 You will see two destination options. Select the option on the top and enter Laredo College as the receiving institution.



- 8 Continue filling in the fields to place your order. Information on the next page tells you more about the options that you will see here.

- 9 On the Provide Consent page, you (or your parent/guardian) authorize Parchment to release your transcript from your school. You can sign with your mouse.



Finally, you will make a payment (if applies) and begin to tracking your order.

Disclaimer:

If your school does not work with parchment, contact the Office of Admissions for guidance.